



Occupational Outlook Report & Training Directory 1996



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The Fresno Private Industry Council serves as the lead agency in the local implementation of the California Cooperative Occupational Information System - CCOIS

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The more than 300 local employers who took their time to provide the information that made this report possible

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OTHER CONTRIBUTORS

Training providers, professional resource people and other CCOIS project sites.

✉ A SPECIAL MESSAGE FOR READERS AND USERS ✉

The Fresno Private Industry Council and the State of California Employment Development Department - Labor Market Information Division *have made a substantial effort to ensure the accuracy of the information contained in this report.* We are committed to high standards of research and to high quality labor market information for local users. However, the data is collected by survey from local employers and training providers, and no attempt is made to verify the accuracy of the data that is supplied. Labor market research is not a precise science and may be impacted by a variety of factors in a short period of time. The data must be viewed like a photograph which captures a view of reality at a specific point in time. Therefore, the data should be used with care.

It should also be noted that the Federal minimum wage increased during the year of the study. Therefore, the lower salaries reported in this study will not reflect the effect of this new minimum wage law. The new minimum wage as of September 1, 1996 is \$4.75.

While recognizing the above stated limitations, we encourage you to approach the data with confidence due to the commitment to quality and years of research experience that are provided by the local and state CCOIS staff.

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CHAPTER 1:

INTRODUCTION

What is the CCOIS?

OVERVIEW

The California Cooperative Occupational Information System (CCOIS) is the local component of labor market research in California. Local labor market research in California is conducted primarily for the local Service Delivery Area (SDA) as established by the Job Training Partnership Act (JTPA). The system is comprised of two components: Employment and Training. The Employment component utilizes the resources of the various agencies represented on the steering committee that directs the activities of the CCOIS to collect information on employment demand. The Training component, which is still being refined, was originally developed through the leadership of the California Occupational Information Coordinating Committee (CCOIC) and its Technical Work Group.

The Fresno Occupational Outlook Report 1996 is the official local report of the CCOIS. To provide continuity to the statewide program, all CCOIS reports will have the title "Occupational Outlook" and the name of the geographic area covered by the report.

BASIC STRUCTURE OF THE CCOIS & THE OCCUPATIONAL OUTLOOK REPORT

COMPONENTS:	I. EMPLOYMENT		II. TRAINING
SOURCE OF DATA:	Local Employers & EDD/LMID		Local Vocational Training Providers
TYPES OF DATA:	<div>#1 EDD projections of occupational size and growth.</div>	<div>#2 Local employer surveys of specific job titles.</div>	<div>#3 List of Training Providers, CIP program titles, services and certifications from State Training Inventory, availability of JTPA approval courses and contact people from FPIC Training Directory for occupations surveyed between 1994 and 1996.</div>
FINAL PRODUCT:	<i>OCCUPATIONAL OUTLOOK - FRESNO</i>		
SECTION HEADING:	INDIVIDUAL SECTIONS		
DATA GROUPS:	Occupational Summaries	Training Directory	
	# 1,2	#3	

WHY IS THIS RESEARCH CONDUCTED?

Seven Uses of CCOIS Reports

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.



Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand and sources of employment and training.



Selection of Skills Training Programs and Schools

Training seekers, career counselors and employers can find information on training currently available in Fresno County for the occupations surveyed between 1994 and 1996 (See index in Chapter 2). This report provides an easy to use, single source, cross reference between occupations and training.



Program Planning

This report provides local planners and administrators with employment, training and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve and eliminate programs or to plan new programs.



Curriculum Design

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.



Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates and wages useful in determining the potential for business growth and development in the local labor market area.



Program Marketing

Training providers can effectively market their programs by informing students, employers and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.



Human Resource Development

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefit packages, improve recruitment and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as a reference to base and support these and many other decisions. To maximize the value of this information, please contact the Fresno Career Development Center at (209) 497-7877 or the Fresno Private Industry Council at (209) 266-3742.

WHO IS INVOLVED IN THE CCOIS?

EMPLOYMENT DEVELOPMENT DEPARTMENT / LABOR MARKET INFORMATION DIVISION

The Employment Development Department (EDD) is a department of the State of California. EDD's Labor Market Information Division (LMID) is the division responsible for the collection and analysis of labor market information in California. LMID is the contract administrator for the CCOIS program. EDD/LMID also produces valuable labor market information reports and documents that are used for both local and statewide planning.

CALIFORNIA OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

The California Occupational Information Coordinating Committee (COICC) is an inter-agency committee created by the state Legislature to promote the development and use of a statewide occupational information system. The COICC played the key leadership role in developing the Training Component of the CCOIS and the Occupational Outlook Reports. Committee members are as follows:

Employment Development Department	Department of Trade and Commerce	Department of Social Services
Chancellor's Office, Community Colleges	Department of Rehabilitation	Employment Training Panel
Council for Private Postsecondary & Voc. Ed.	State Job Training Coordinating Council	Department of Education

FRESNO PRIVATE INDUSTRY COUNCIL

FPIC serves as the local contractor for the collection of data under the CCOIS umbrella. FPIC is a non-profit organization that is responsible for administering Job Training Partnership Act (JTPA) funds. These funds are designated for job training and job placement assistance to individuals with barriers to employment in Fresno County.

LOCAL OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

The Local Occupational Information Coordinating Committee (LOICC) represents many of the potential users of this report. The purpose of the group is to assist FPIC in the selection of occupations for study and to provide leadership for the proper development and use of the occupational system in Fresno County. The following is a list of agencies and organizations that are represented on the LOICC and whether they could attend the 1996 occupational selection meeting:

Adult Education	Employment Training Panel (Not Attending)	Private Vocational Schools
Apprenticeship Programs (Not Attending)	Local Employers (Not Attending)	Department of Rehabilitation (Not Attending)
Community Colleges (Not Attending)	FPIC	Regional Occupation Programs (Not Attending)
Employment Development Department	GAIN	FPIC Service Providers
Employment Generating Agencies (Not Attending)		Labor Unions (Not Attending)

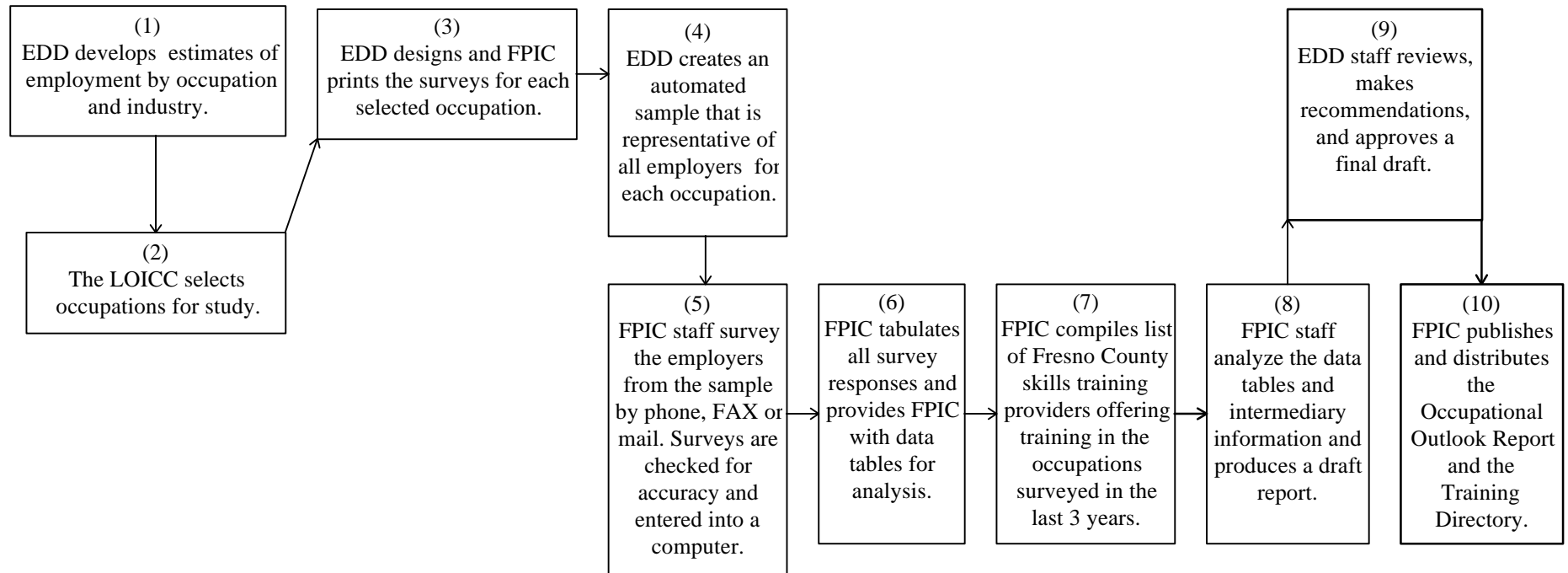
HOW WAS THE RESEARCH DONE?

The completion of each Occupational Outlook report is the result of a cooperative effort between FPIC and EDD/LMID. Each party is responsible for the completion of certain assigned tasks.

FPIC's tasks include selecting occupations for study, preparing and printing questionnaires, conducting the survey, analyzing the data produced from tables generated with LMID/CCOIS software, compiling information on training available for the occupations surveyed and producing and distributing the final report.

EDD/LMID provides technical support that includes developing employment by industry and occupation estimates, designing and maintaining computer software for printing the questionnaires and producing tabulations of survey results, providing a State Training Directory of training programs in the state and assisting FPIC staff. Additionally, EDD/LMID has established standards for interpretation of data that ensure that Occupational Outlook Reports from different areas are comparable.

The CCOIS research process looks like this:



CHAPTER 2:

OCCUPATIONAL SUMMARIES

Index of Occupations Summaries - 1994-1996 Combined

Accountants And Auditors	96	Correctional Officers & Jailers	95
Assemblers & Fabricators - Except Machine, Electrical, Electronic & Precision	95	Cost Estimators	94
Auto Body & Related Repairers	95	Data Entry Keyers - Except Composing	94
Automotive Mechanics	95	Dental Hygienists	95
Biological, Agricultural & Food Technicians	94	Drafters	96
Bookkeeping, Account & Audit Clerks, Including Bookkeepers	95	Food Preparation Workers	96
Brick Masons	94	Farm Equipment Mechanics	95
Bus & Truck Mechanics & Diesel Engine Specialists	94	First Line Managers/Supervisors - Clerical & Administrative	94
Bus Drivers - School	94	Gardeners, Groundskeepers - Except Farm	96
Cabinetmakers & Bench Carpenters	94	General Farm Workers	94
Carpenters	94	General Office Clerks	95
Cashiers	96	Guards & Watch Guards	95
Computer Operators	94	Hairdressers, Hairstylists, and Cosmetologists	96
Child Care Workers	96	Home Health Care Workers	95
Computer Programmers, Including Aides	96	Industrial Truck & Tractor Operators	96
Cooks - Institution & Cafeteria	94	Insurance Adjusters - Exam & Investigators	95
Cooks - Restaurant	96	Insurance Claims Clerks	95

Index of Occupational Summaries - 1994-1996 Combined

Janitors & Cleaners - Except Maids & Housekeeping Cleaners	95	Plumbers & Pipefitters & Steamfitters	94
Kindergarten teachers	96	Police Patrol Officers	95
Licensed Vocational Nurses	95	Police & Detective Supervisors	95
Maintenance Repairers - General Utility	96	Production Inspectors, Testers, & Graders	94
Marketing, Advertising, And Public Relations Managers	96	Postal Service Clerks	96
Medical & Clinical Laboratory Technologists	94	Preschool teachers	96
Medical Assistants	95	Radiologic Technologists - Diagnostic	94
Medical Records Technicians	95	Receptionists & Information Clerks	95
Nurse Aides	95	Refuse Collectors	93
Occupational Therapy Aides & Assistants	94	Registered Nurses	95
Order Clerks - Materials & Service	94	Salespersons - Parts	96
Paralegal Personnel	95	Salespersons - Retail	94
Pharmacy Assistants	94	Secretaries - General	94
Pharmacy Technicians	94	Secretaries - Legal	94
Physical Therapy Aides	94	Secretaries- Medical	94
Physical Therapy Assistants	94	Sheriffs & Deputy Sheriffs	95
Plasterers & Stucco Masons	94	Stock Clerks - Stockroom, Warehouse, Storage Yard	96

Index of Occupational Summaries - 1994-1996 Combined

Systems Analysts - Electronic Data Processing	96	Traffic, Shipping, and Receiving Clerks	96
Teachers And Instructors - Vocational Education And Training	96	Truck Drivers - Heavy Or Tractor Trailer	96
Teachers - Elementary School	96	Vehicle Salespersons - Retail	96
Teachers - Secondary School	96	Waiters and Waitresses	96
Teachers - Special Education	95		

Index of Occupational Summaries - 1996

Accountants And Auditors	96	Postal Service Clerks	96
Cashiers	96	Preschool teachers	96
Child Care Workers	96	Salespersons - Parts	96
Computer Programmers, Including Aides	96	Stock Clerks - Stockroom, Warehouse, Storage Yard	96
Cooks - Restaurant	96	Systems Analysts - Electronic Data Processing	96
Drafters	96	Teachers And Instructors - Vocational Education And Training	96
Food Preparation Workers	96	Teachers - Elementary School	96
Gardeners, Groundskeepers - Except Farm	96	Teachers - Secondary School	96
Hairdressers, Hairstylists, and Cosmetologists	96	Traffic, Shipping, and Receiving Clerks	96
Industrial Truck & Tractor Operators	96	Truck Drivers - Heavy Or Tractor Trailer	96
Kindergarten teachers	96	Vehicle Salespersons - Retail	96
Maintenance Repairers - General Utility	96	Waiters and Waitresses	96
Marketing, Advertising, And Public Relations Managers	96		96

Index of Occupational Summaries - 1995

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Automotive Mechanics	95	Medical Assistants	95
Bookkeeping, Account & Audit Clerks, Including Bookkeepers	95	Medical Records Technicians	95
Correctional Officers & Jailers	95	Nurse Aides	95
Dental Hygienists	95	Paralegal Personnel	95
Farm Equipment Mechanics	95	Police Patrol Officers	95
General Office Clerks	95	Police & Detective Supervisors	95
Guards & Watch Guards	95	Receptionists & Information Clerks	95
Home Health Care Workers	95	Registered Nurses	95
Insurance Adjusters - Exam & Investigators	95	Sheriffs & Deputy Sheriffs	95
Insurance Claims Clerks	95	Teachers - Special Education	

Index of Occupational Summaries - 1994

Biological, Agricultural & Food Technicians	94	Order Clerks - Materials & Service	94
Brick Masons	94	Pharmacy Assistants	94
Bus & Truck Mechanics & Diesel Engine Specialists	94	Pharmacy Technicians	94
Bus Drivers - School	94	Physical Therapy Aides	94
Cabinetmakers & Bench Carpenters	94	Physical Therapy Assistants	94
Carpenters	94	Plasterers & Stucco Masons	94
Computer Operators	94	Plumbers & Pipefitters & Steamfitters	94
Cooks - Institution & Cafeteria	94	Production Inspectors, Testers, & Graders	94
Cost Estimators	94	Radiologic Technologists - Diagnostic	94
Data Entry Keyers - Except Composing	94	Salespersons - Retail	94
First Line Managers/Supervisors - Clerical & Administrative	94	Secretaries - General	94
General Farm Workers	94	Secretaries - Legal	94
Medical & Clinical Laboratory Technologists	94	Secretaries- Medical	94
Occupational Therapy Aides & Assistants	94		

EASY REFERENCE GUIDE TO THE OCCUPATIONAL SUMMARIES

Occupational Employment Statistics (OES) Number

OCCUPATIONAL DEFINITION: The OES system definition. The OES system is a federal occupational coding system designed to provide broad occupational areas. It can be converted to the more common and specific Dictionary of Occupational Titles occupational coding system (see bottom of report).

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:

H.S. OR GED
SOME COLLEGE, NO DEGREE
ASSOCIATE DEGREE

PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL

The approximate percentage of recent hires at the indicated level of education.

A brief summary of educational attainment and information concerning any specific training program, certificate or license requirements are reported here.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS

The degree of difficulty for employers to find **qualified** applicants is rated using one of the following terms: Not difficult or no difficulty
Little difficulty
Some Difficulty
Very Difficult

In this section the employer assessment of supply is converted to an assessment of employment outlook from the point of view of the job applicant.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION

UNKNOWN
12 MONTHS
24 MONTHS
36 MONTHS & MORE

EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):

The approximate percentage of recent hires that are at the indicated level of experience in the same or closely related occupation to the one being surveyed.

Information on acceptable experience gained in other occupations, whether employers will substitute training for experience, and other relevant information on experience are found in this section..

PROJECTIONS & TURNOVER

1994 SIZE:

The EDD estimated 1994 occupational employment.

7 YEAR GROWTH:

The EDD estimated number of new job opportunities.

7 YEAR GROWTH RATE

The EDD estimated 7 year growth rate. The average growth rate used for Fresno County is 10.2% for the period between 1994 - 2001.

TURNOVER:

A percentage rating of the number of permanent positions that existed one year ago and that were filled or refilled during the survey period.

TURNOVER: This section reports the percentage of new hires that replaced employees that left their jobs as opposed to those hired because of growth of new jobs.

GROWTH: Supplies the percent of annual growth based on employer's report of size last year versus size this year on the local survey. This may be different from the projections from EDD which are based on Unemployment Insurance reports by all employers. The employers evaluation of their growth potential over the next three years is also reported here. Employers were asked to assess this by choosing: decline, remain stable and grow.

COMPENSATION

<u>WAGES</u>	<u>LOW</u> <u>NON/UNION</u>	<u>HIGH</u> <u>NON/UNION</u>	<u>MEDIAN</u> <u>NON/UNION</u>
New, no experience	The employer's report of current wages. If union employment is over 20%, union wages are usually separated here.		
New, experienced			
3 years with firm			
Supplemental wage information is found in this section. It should also be noted that the Federal minimum wage increased during the year of the study. Therefore, the lower salaries reported in this study will not reflect this new minimum wage law. The new minimum wage as of September 1, 1996 is \$4.75.			

BENEFITS

(% of benefits offered by employers with benefits)

PAID VACATION
PAID SICK LEAVE
RETIREMENT PLANS
MEDICAL INSURANCE
DENTAL INSURANCE
VISION INSURANCE
LIFE INSURANCE
CHILD CARE

% EMPLOYERS W/ BENEFITS

% Employers reporting benefits

% FULL-TIME EMPLOYEES

% PART-TIME EMPLOYEES

This box provides the approximate percentage of full-time and part-time employees receiving each specified type of benefit. **This is a percentage of employees of firms reporting benefits not a percentage of employees of all firms surveyed.**

If employers offer any other form of benefits to employees it is included in this section.

GENERAL INFORMATION

✳ **SKILLS** generally needed for the occupation such as, **technical skills, physical skills, personal skills,** and **basic skills** are identified here. Skills are broadly defined to include knowledge and abilities. When an occupation is very diverse, skills only required for some specialized industries are also noted. The 1996 data is obtained from state wide averages and only reports the top skills required, not all skills required. Detailed skills information is available on the Internet. For a federal description see U.S. Department of Labor, Bureau of Labor Statistics "Occupational Outlook Handbook" (OOH) at <http://stats.bls.gov/ocohome.htm>. For a state description see the Employment Development Department, "California Occupational Guides" (COG) at www.calmis.cahwnet.gov/htmlfile/SUBJECTGUIDE.htm.

✳ **EMERGING TECHNOLOGY AND SKILLS** are described and sometimes obsolete skills are mentioned here.

✳ **PROMOTIONAL OPPORTUNITIES** available for employees are identified.

✳ **OTHER RELEVANT INFORMATION** includes identifying which occupations are **non-traditional occupation for women** by reporting the percentage of women currently employed, the percentage of **unionized employees, other job titles,** and additional requirements or issues such as the need for **tool ownership** in certain occupations.

This section identifies the DOT codes associated with this occupation. When there are multiple DOT codes under the same first 3 digits specific codes are either not listed or are listed as 6 digits, **with** for the last 3 of 9 digits.

The bottom line reports the number of local employers responding to the survey and the number of employees in Fresno County at their firm.

WORK PATTERNS(HOURS & SHIFTS)

This section (renamed in 1996) provides information concerning work patterns reflected by employers in Fresno County concerning full-time, part-time and seasonal/temporary patterns for this occupation. It also provides the range of hours generally worked in each of these categories.

RECRUITMENT

METHOD

NEWSPAPER ADVERTISEMENTS
CURRENT EMPLOYEE REFERRALS
PRIVATE VOCATIONAL SCHOOLS
IN-HOUSE PROMOTION OR TRANSFER
PRIVATE EMPLOYMENT AGENCIES
PUBLIC SCHOOLS AND TRAINING PROGRAMS
UNSOLICITED WALK-INS
EDD:
UNION HALL REFERRALS

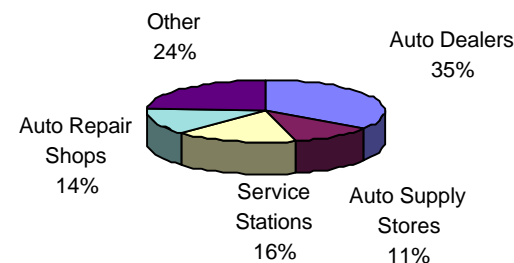
If employer are using any other form of recruitment, it is included in this section.

% OF ALL POSITIONS FILLED LAST 12 MOS

The percent of employees who were hired over the last 12 months by employers who utilized a particular method of recruitment. Because an employer may use more than one method the total will equal more than 100%

EMPLOYING INDUSTRIES

Auto Mechanics



This section shows a pie chart identifying the major employing industries for this occupation. Some industries are grouped together because their individual percentages are too small to identify separately.

M - V - P COUNSELING GUIDE

OES Number 551020

OCCUPATIONAL DEFINITION: The Occupational Employment Statistics system definition for the occupation. The OES system can be used to convert to the more specific Dictionary of Occupational Titles occupational coding system.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS: **PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL**

MATCH

MATCH THE EDUCATIONAL, EXPERIENCE & SKILL REQUIREMENTS TO YOUR BACKGROUND.

ARE SPECIFIC LICENSES REQUIRED?

ARE YOU WILLING TO GO THROUGH MORE TRAINING TO BECOME COMPETITIVE OR DO YOU NEED TO GO TO WORK NOW?

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED UNEXPERIENCED APPLICANTS
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS

Little Difficulty
Great Difficulty

VIABILITY

HOW DO EMPLOYER SUPPLY & DEMAND ASSESSMENT & EXPERIENCE REQUIREMENTS CONVERT TO EMPLOYMENT OUTLOOK FOR THIS OCCUPATION?

DO THEY MEET YOUR NEEDS OR EXPECTATIONS?

PROJECTIONS & TURNOVER

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION **EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):**

6 MONTHS	5%
12 MONTHS	20%
24 MONTHS	55%

MATCH

DO YOU HAVE ENOUGH OF THE KIND OF EXPERIENCE THAT EMPLOYERS CURRENTLY EXPECT?

HOW WILL YOU GET THAT EXPERIENCE?
(ALSO SEE HOURS AND SHIFTS BELOW.)

1990 SIZE: 510, Medium
7 YEAR GROWTH 190
7 YEAR GROWTH RATE 37%, much faster than average growth

VIABILITY

DOES THIS OCCUPATIONS SEEM TO HAVE GROWTH PROSPECTS OR ARE MOST JOBS FROM TURNOVER?

WHAT IS THE POTENTIAL FOR GROWTH IN THIS OCCUPATION AND WHAT HAVE EMPLOYMENT TRENDS BEEN?

IS THE OCCUPATION GROWING AS FAST AS EXPECTED?

COMPENSATION

<u>WAGES</u>	<u>Low</u>	<u>High</u>	<u>MEDIAN</u>
New, no experience	\$6.50	\$11.25	\$9.50
New, experienced	\$8.00	\$14.00	\$11.25
3 years with firm	\$9.30	\$15.75	\$13.00

BENEFITS

% EMPLOYERS W/ BENEFITS 100%

(% of benefits offered by employers with benefits)

% FULL-TIME

% PART-TIME

VIABILITY

WILL THE WAGES AND BENEFITS THAT EMPLOYERS ARE OFFERING MEET YOUR NEEDS NOW?

IN THE FUTURE?

Benefits packages vary by employer and may include bonus programs and child care. Employees may be offered a "cafeteria" plan from which they select what kind of coverage they would like to receive.

GENERAL INFORMATION

MATCH

DO YOU HAVE THE SKILLS THAT EMPLOYERS ARE LOOKING FOR?

ARE THERE EMERGING SKILLS AND TECHNOLOGIES THAT COULD GIVE YOU A COMPETITIVE EDGE?

DO WOMEN IN THIS OCCUPATION HAVE A COMPETITIVE EDGE?

DO THE PROMOTIONAL OPPORTUNITIES MATCH YOUR GOALS FOR THE FUTURE?

WORK PATTERNS

Most employment in this occupation is full-time (39 hours per week) with some part-time opportunities, mainly at firms with fewer than 10 legal secretaries. This occupation does not involve shift work.

RECRUITMENT

METHOD

% OF ALL POSITIONS FILLED LAST YEAR

NEWSPAPER ADVERTISEMENTS	85%
CURRENT EMPLOYEE REFERRALS	60%

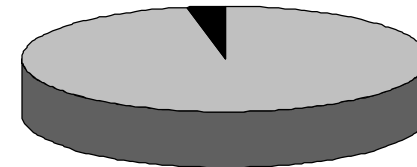
PLACEMENT

HOW ARE YOU GOING TO FIND A JOB IN THIS OCCUPATION?

WHAT RESOURCES DO EMPLOYERS USE FOR RECRUITMENT?

WHAT INDUSTRIES EMPLOY PEOPLE IN THIS OCCUPATION?

EMPLOYING INDUSTRIES



D.T. Code 201.362-010

representing 233 employees responded to the survey.

1996
OCCUPATIONAL
SUMMARIES

ACCOUNTANTS AND AUDITORS

OES Number 211140

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	--

BACHELOR DEGREE

100%

Many employers will hire people with a bachelors degree with a specialization in Accounting. Many other employers require accountants to have a CPA certificate. Some employers will accept people who are working on obtaining a certificate. There are a variety of methods used to obtain a certificate. See California Occupational Guide #1 (Accountants and Auditors) Interest Area 11 for more information on this occupation and the CPA certificate.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

NOT SPECIFIED

20%

24 MONTHS

40%

36 MONTHS

20%

60 MONTHS

20%

Most employers wanted accounting, or related experience. Some employers also wanted specialized experience in a specific industry. Most employer will never or only sometimes substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS	Some difficulty

With experience requirements high for newly hired staff and an employer assessment that there is little difficulty finding qualified inexperience applicants, it appears that inexperienced job seekers will have difficulty finding employment. Once job seekers have gained experience, their opportunities improve but are still somewhat limited.

PROJECTIONS & TURNOVER

1994 SIZE:	3830, very large
7 YEAR GROWTH	210
7 YEAR GROWTH RATE	5.5%, slower than average

TURNOVER	5% annually
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TURNOVER: Employer hiring to fill openings from turnover accounted for over three-fourths of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of under 1% last year. Most employers indicated that occupational employment would remain stable for the next three years.

COMPENSATION

	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
<u>WAGES</u>	<u>NON/UNION</u>	<u>NON/UNION</u>	<u>NON/UNION</u>
New, no experience	\$7.65/NA	\$12.00/NA	\$8.80/NA
New, experienced	\$9.45/13.25	\$23.95/13.25	\$11.50/13.25
3 years with firm	\$10.75/16.05	\$26.35/16.05	\$14.85/16.05

Union employers do not hire without experience and pay more after 3 years. Non-union employers pay more for new, experienced employees.

<u>BENEFITS</u>	<u>% EMPLOYERS W BENEFITS</u>	<u>100%</u>
(% of benefits offered by employers with benefits)	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	100	0
PAID SICK LEAVE	95	0
RETIREMENT PLANS	80	0
MEDICAL INSURANCE	100	0
DENTAL INSURANCE	65	0
VISION INSURANCE	55	0
LIFE INSURANCE	75	0
CHILD CARE	0	0

Some employers also mentioned 401K (included in retirement above), disability leave and direct deposit. Part-time employees were given use of the facilities by some employers

GENERAL INFORMATION

✳️ **SKILLS** needs vary depending on the employing industry, but most industries generally desire: **technical skills** such as business math, verbal presentation, ability to write effectively, problem solving and analytical skills; **physical skills** such as the ability to sit continuously for 2 or more hours; **personal skills** such as abilities to read and comprehend information quickly, to pay attention to detail, to work under pressure and interpersonal skills; and **basic skills** such as the ability to read and follow instructions and oral communication skills.

✳️ **EMERGING TECHNOLOGY AND SKILLS** identified by employers include computer spreadsheet, specialized accounting software, and word processing skills. Manual bookkeeping is considered obsolete by a few employers.

✳️ **PROMOTIONAL OPPORTUNITIES** available for most employees include senior accountant, partner, fiscal officer, manager and executive director.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that **unionized employees** are at 35%; and **other job titles** include staff accountants, fiscal officer, chief financial officer, insurance technician and claims adjuster and controller.

WORK PATTERNS

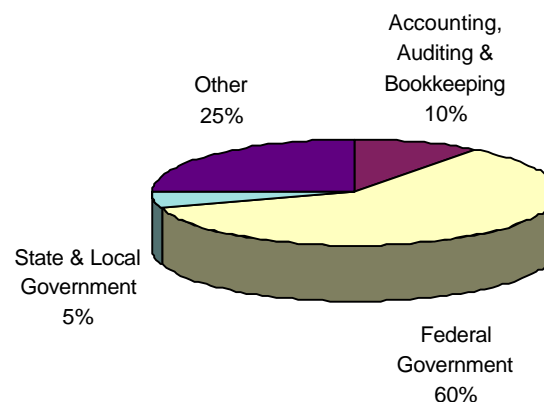
Most employment opportunities in this occupation are full-time (40-50hr/wk). There are a few part-time opportunities (5-20hr/wk) in the county. There were no temporary or seasonal positions identified for this occupation.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	100
CURRENT EMPLOYEE REFERRALS	60
PRIVATE VOCATIONAL SCHOOLS	0
IN-HOUSE PROMOTION OR TRANSFER	40
PRIVATE EMPLOYMENT AGENCIES	40
PUBLIC SCHOOLS AND TRAINING PROGRAMS	0
UNSOLICITED WALKINS:	20
EDD:	0

Word of mouth and colleague referrals were also mentioned by some employers.

EMPLOYING INDUSTRIES



D.O.T. Codes: 160.162.xxx, 160.167.xxx & 160.267.014
16 firms, representing 142 employees responded to the survey.

Cashiers

OES Number 490230

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	--

H.S. OR GED	90%
COLLEGE BUT NO DEGREE	10%

Some employers report a need for computer knowledge and training. A very limited number require a certificate in typing.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	No difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Some difficulty

The qualified but inexperienced cashier will face a very competitive job market given the employer assessment of supply but the education and experience requirements are still low enough to indicate some remaining opportunities. Experienced cashiers are somewhat difficult to find, therefore, the job market will be somewhat less competitive for the experienced cashier.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

NOT REQUIRED	10%
2 MONTHS	40%
6 MONTHS	5%
9 MONTHS	40%
12 MONTHS	5%

Most employers want experience specifically as cashiers or in retail sales. Some employers want the experience to be in a specific industry. Some employers will accept experience as a receptionist or 10 key operator. Most employers will at least sometimes substitute training for experience.

PROJECTIONS & TURNOVER

1994 SIZE:	6280, very large
7 YEAR GROWTH	1020
7 YEAR GROWTH RATE	16.2%, faster than average

TURNOVER	20% annually
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TURNOVER: Employer hiring to fill openings from turnover accounted for one fourth of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 13% last year. Most employers indicated that occupational employment would remain stable, but many other employers projected growth, for the next three years.

COMPENSATION

	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
<u>WAGES</u>	<u>NON/UNION</u>	<u>NON/UNION</u>	<u>NON/UNION</u>
New, no experience	\$4.25/5.50	\$9.90/7.00	\$4.75/6.30
New, experienced	\$4.25/7.00	\$9.90/10.10	\$5.50/9.50
3 years with firm	\$5.45/10.00	\$11.35/15.55	\$7.15/12.50

Unionized grocery stores, education institutions and high end department stores pay at the in the higher ranges above.

<u>BENEFITS</u>	<u>% EMPLOYERS W/ BENEFITS</u>	<u>75%</u>
(% of benefits offered by employers with benefits)	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	80	10
PAID SICK LEAVE	65	10
RETIREMENT PLANS	60	20
MEDICAL INSURANCE	80	20
DENTAL INSURANCE	65	20
VISION INSURANCE	35	10
LIFE INSURANCE	45	10
CHILD CARE	0	0

Other benefits mentioned by a few employers include free food, 401K and prescriptions. Part-time benefits can be restricted to people working over a certain number of hours such as 30. Other part-time benefits include tuition reimbursement and medical benefit cash payments.

GENERAL INFORMATION

✱ **SKILLS** needs vary depending on the employing industry, but most industries generally desire: **technical skills** such as cash handling skills and ability to write effectively; **physical skills** such as the ability to stand continuously for 2 or more hours; **personal skills** such as customer service skills, and the ability to deal tactfully with customers; and **basic skills** such as abilities to read, follow instructions and do basic math.

✱ **EMERGING TECHNOLOGY AND SKILLS** include database software and other computer data entry systems. Improved human relations skills were also mentioned.

✱ **PROMOTIONAL OPPORTUNITIES** available for most employees include manager, head cashier or crew leader, accountant and buyer.

✱ **OTHER RELEVANT INFORMATION** The survey also indicates that this is a **traditional occupation for women** with 65% being female **unionized employees** are at 45%; and **other job titles** include customer services representatives, sales associates, checkers, pit people and hardware clerks.

WORK PATTERNS

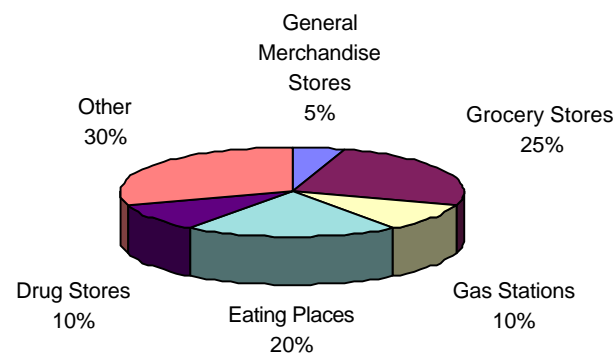
Most employment opportunities in this occupation are part-time (8-30 hr/wk). There are many full-time opportunities (35-50 hr/wk) in the county. There are almost no temporary or seasonal positions in this occupation

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST YEAR</u>
NEWSPAPER ADVERTISEMENTS	45
CURRENT EMPLOYEE REFERRALS	50
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER	45
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	40
UNSOLICITED WALK-INS:	55
EDD:	40

Other methods of recruitment that are used by a few employers include union hall referrals, employer job lines, sign in window, recruit from competitors and bulletin boards.

EMPLOYING INDUSTRIES



D.O.T. Codes: 209.567-014, 211.362-010, 211.367-010, 211.462-xxx, 211.467-xxx, 211.482-010, 249.467-010, 294.567-010
23 firms, representing 420 employees responded to the survey.

Child Care Workers

OES Number 680380

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	--

H.S. OR GED	50%
COLLEGE BUT NO DEGREE	50%

Many employers are requiring from 2 - 12 college units of early childhood development. CPR and first aid are also required by some employers.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

6 MONTHS	75%
12 MONTHS	20%
24 MONTHS	5%

Many employers require parenting, baby-sitting or any child monitoring experience. Some employers require head start or teacher aide experience. Most employers will sometimes substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Some difficulty

The qualified but inexperienced child care worker will face a competitive job market given the employer assessment of supply and the education and experience of recent hires. Experienced child care workers are somewhat difficult to find, therefore, competition will be considerably less.

PROJECTIONS & TURNOVER

1994 SIZE:	530, medium
7 YEAR GROWTH	20
7 YEAR GROWTH RATE	3.8%, slower than average
TURNOVER	15% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for one half of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 10% last year. Most employers indicated that occupational employment would remain stable, but many other employers felt the occupation would grow, for the next three years.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$4.25	\$7.20	\$5.00
New, experienced	\$4.50	\$8.00	\$5.50
3 years with firm	\$4.50	\$11.45	\$7.00
Public schools pay at the high end of the ranges stated above.			

BENEFITS

(% of benefits offered by employers with benefits)

% EMPLOYERS W BENEFITS 45%

	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	70	0
PAID SICK LEAVE	70	0
RETIREMENT PLANS	30	15
MEDICAL INSURANCE	85	0
DENTAL INSURANCE	70	0
VISION INSURANCE	70	0
LIFE INSURANCE	45	15
CHILD CARE	30	15

Other benefits offered by a few employers include free use of club, and a PERS retirement plan for some local government employees.

GENERAL INFORMATION

• **SKILLS** employers generally desire are: **technical skills** such as knowledge of early childhood development, abilities to synthesize information, to administer emergency first aid, to work with children having special needs and oral reading skills; **physical skills** such as good physical condition; **personal skills** such as possession of a clean police record and a good work record and ability to exercise patience and work under pressure; and **basic skills** such as good oral communication and the ability to read and follow instructions.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned include the need for increased creativity, more general knowledge and additional knowledge of early childhood education.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include teacher aid, front desk and kitchen work. With Early Childhood Education units, promotions to teacher, lead teacher and site director are possible.

• **OTHER RELEVANT INFORMATION** The survey also indicates that the position is a **traditional occupation for women** with 90% being female; **unionized employees** are at 0%; and **other job titles** include nursery attendants, children's aides, child care aides, babysitters, care givers, instructor aides and child care assistants.

WORK PATTERNS

Most employment opportunities in this occupation are full-time (40hr/wk). There

are many part-time opportunities (6-26hr/wk) in the county. There are no reported seasonal or temporary positions in this occupation.

RECRUITMENT

METHOD

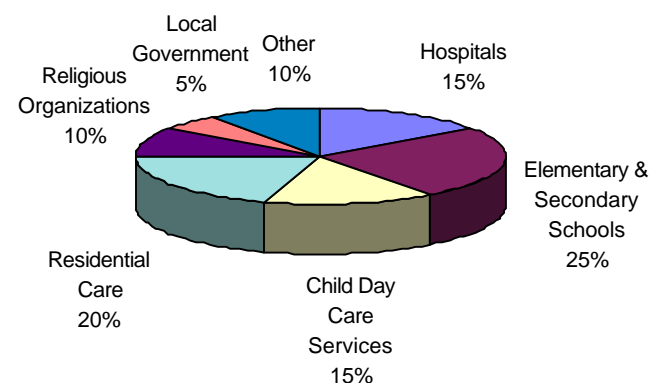
% OF ALL POSITIONS FILLED LAST YEAR

NEWSPAPER ADVERTISEMENTS	45
CURRENT EMPLOYEE REFERRALS	60
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER	35
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING	5
PROGRAMS:	5
UNSOLICITED WALK-INS:	0

EDD:

Other methods of recruitment that are used by a few employers include clubs, religious community, and community organizations.

EMPLOYING INDUSTRIES



D.O.T. Codes: 355.674-010, 359.677-xxx
16 firms, representing 297 employees responded to the survey.

Computer Programmers, Including Aides

OES Number 251051

Computer Programmers convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	--

COLLEGE BUT NO DEGREE	5%
ASSOCIATE DEGREE	30%
BACHELOR DEGREE	60%
GRADUATE STUDY	5%

Most employers require college units and/or certification in computer programming. Many also require specialized certification for such programs as Novell, AS400, network administration, UNIX, C++, etc.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

NOT REQUIRED	10%
12 MONTHS	40%
24 MONTHS	25%
36 OR MORE MONTHS	25%

Most employers are looking for experience as a programmer or programmer analyst. Some employer are looking for specific programming experience such as AS 400, Novell, & Hewlett Packard 3000. Some employers will also consider computer operators or the self taught. Higher skill experience can reduce the months of experience required. Most employers will sometimes substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficult
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Some difficulty

The qualified but inexperienced computer programmer will face a competitive job market given the employer assessment of supply and the education and experience of recent hires. Experienced computer programmers are somewhat difficult to find and therefore competition will be considerably less. Those with experience and/or training in specific computer programs for manufacturing are actually in great demand at this time.

PROJECTIONS & TURNOVER

1994 SIZE:	570, medium
7 YEAR GROWTH	20
7 YEAR GROWTH RATE	3.5%, slower than average

TURNOVER	5% annually
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TURNOVER: Employer hiring to fill openings from turnover accounted for almost one third of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 8% last year. Employers were evenly divided between those expecting occupational growth and those expecting stability for the next three years.

COMPENSATION

<u>WAGES</u>	<u>LOW</u> <u>NON/UNION</u>	<u>HIGH</u> <u>NON/UNION</u>	<u>MEDIAN</u> <u>NON/UNION</u>
New, no experience	\$8.00/13.55	\$18.60/20.75	\$12.10/14.80
New, experienced	\$12.00/17.30	\$20.00/25.00	\$16.80/20.20
3 years with firm	\$14.40/19.50	\$32.00/27.50	\$19.20/23.25

Local government tends to pay in the higher ranges above, but some private employers pay as much or more.

<u>BENEFITS</u> (% of benefits offered by employers with benefits)	<u>% EMPLOYERS W/ BENEFITS</u> <u>% FULL-TIME</u> <u>EMPLOYEES</u>	<u>100%</u> <u>% PART-TIME</u> <u>EMPLOYEES</u>
PAID VACATION	95	0
PAID SICK LEAVE	85	0
RETIREMENT PLANS	40	0
MEDICAL INSURANCE	95	0
DENTAL INSURANCE	80	0
VISION INSURANCE	80	0
LIFE INSURANCE	65	0
CHILD CARE	5	0

Many employers specified 401 K and PERS (local government employees) retirement plans. A few employers also have profit sharing and partial payment for retirement for part-time employees.

GENERAL INFORMATION

• **SKILLS** needs vary depending on the employing industry, but most industries generally desire: **technical skills** such as abilities to use diagnostics programs, apply database management principles, problem solve and write effectively; **physical skills** such as abilities to concentrate for long periods of time and to perform precision work; **personal skills** such as abilities to work as part of a team, use ingenuity and imagination, interact well with others, work under pressure and possess customer service skills; and **basic skills** such as abilities to read and follow instructions and think logically.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned include knowledge of spreadsheets, word processing, database software and desktop publishing. Employers had very specific software and programming needs including AS 400, Novell, Intranet, Internet, HP 3000, Wang, Cobol, Windows NT, virus protection, and accounting. Some of these needs are currently unmet. Employers also mentioned the need for new skills in hardware and improved creativity. A few employers felt that specific programming languages and mainframe technology were becoming obsolete.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include management, senior software engineer and senior information analyst.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **non-traditional occupation for women** with 7% being female (based on 16 of 18 respondents); **unionized employees** are at 60%; and **other job titles** include network systems administrators, system consultants, software engineer, programmer analysts, analyst and information system analyst or officer.

WORK PATTERNS

Almost all employment opportunities in this occupation are full-time (40-45hr/wk).

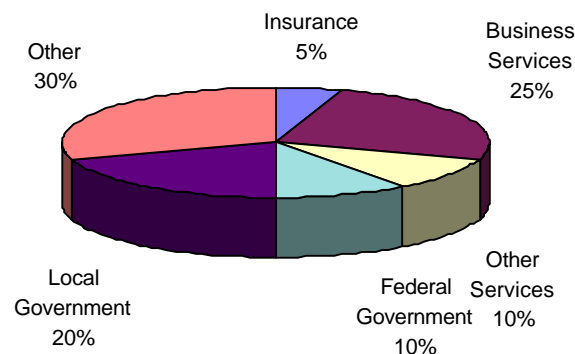
There are a few part-time opportunities (20-28hr/wk) in the county. There are almost no temporary or seasonal positions reported in this occupation.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST</u> <u>YEAR</u>
NEWSPAPER ADVERTISEMENTS	95
CURRENT EMPLOYEE REFERRALS	15
PRIVATE VOCATIONAL SCHOOLS:	10
IN-HOUSE PROMOTION OR TRANSFER	15
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	20
UNSOLICITED WALK-INS:	0
EDD:	5

Other methods of recruitment that are used by most employers include computer stores, company brochures, computer magazines, recruiters, and the Internet.

EMPLOYING INDUSTRIES



D.O.T. Codes: 030.162-010, 030.162-018, 030.167-010 and 972.382-022
18 firms, representing 108 employees responded to the survey.

Cooks - Restaurant

OES Number 650260

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
LESS THAN H.S.	10%
H.S. OR GED	65%
COLLEGE BUT NO DEGREE	25%

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	No difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Some difficulty

The qualified but inexperienced restaurant cook will face a very competitive job market given the employer assesment of supply but the education and experience requirements are still low enough to indicate some remaining opportunities. Experienced cooks are somewhat difficult to find, therefore, competition will be considerably less.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
NOT REQUIRED	35%
6 MONTHS	15%
12 MONTHS	40%
24 MONTHS	10%

Most employers are looking for experience specifically as a cook (line or prep) or chef. Some will accept general experience in food services. Most employers will at least sometimes substitute training for experience.

PROJECTIONS & TURNOVER

1994 SIZE:	1,210, large
7 YEAR GROWTH	250
7 YEAR GROWTH RATE	20.7%, much faster than average
TURNOVER	20% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for nearly two thirds of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of almost 4% last year. Most employers indicated that occupational employment would remain stable, but some employers project growth, for the next three years.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$4.25	\$6.50	\$5.25
New, experienced	\$4.25	\$8.75	\$6.50
3 years with firm	\$6.00	\$11.75	\$8.50

BENEFITS

(% of benefits offered by employers with benefits)

	<u>% EMPLOYERS W BENEFITS</u>	<u>80%</u>
	<u>% FULL-TIME</u>	<u>% PART-TIME</u>
	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>
PAID VACATION	100	20
PAID SICK LEAVE	20	20
RETIREMENT PLANS	35	15
MEDICAL INSURANCE	85	20
DENTAL INSURANCE	50	20
VISION INSURANCE	45	20
LIFE INSURANCE	35	15
CHILD CARE	0	0

Some employers mentioned restrictions concerning eligibility for benefits. The restrictions include minimum 25-30 hrs/week, retirement after a period of time like one year and employee purchase of benefit plans from a third party like a credit union.

GENERAL INFORMATION

• **SKILLS** needs vary depending on the type of restaurant, but most restaurants generally desire: **technical skills** such as the ability to handle multiple food orders in a timely fashion; **physical skills** such as good eye-hand coordination and abilities to stand continuously for 2 or more hours and to lift at least 30 lbs. repeatedly; **personal skills** such as good grooming, willingness to work nights, weekends, and holidays, willingness to work with close supervision and the ability to work under pressure and independently; and **basic skills** such as good oral communication and the ability to follow oral instructions.

• **EMERGING TECHNOLOGY AND SKILLS** identified by employers include computer literacy and knowledge of restaurant related database software. Employers were looking for increased culinary skills and expanded recipes.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include management, chef, assistant to chef, lead chef or cook, baker and operations supervisor.

• **OTHER RELEVANT INFORMATION** The survey also indicates that the position is a **non-traditional occupation for women** with 14% being female; **unionized employees** are at 0%; and **other job titles** include main, assistant and sous chef, line sauté, fry, pantry, taco and grill cooks, window persons and kettleman.

D.O.T. Codes: 313.281-010, 313.361-xxx, 313.381-xxx, 315.361-022, 315.381-xxx
18 firms, representing 265 employees responded to the survey.

WORK PATTERNS

Almost all employment opportunities in this occupation are full-time (35-45hr/wk). There are some part-time opportunities (15-30hr/wk) in the county. There are no reported temporary or seasonal positions in this occupation.

RECRUITMENT

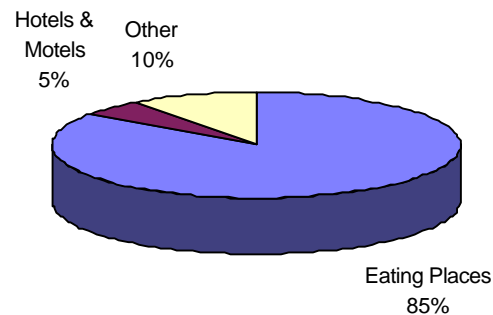
METHOD

% OF ALL POSITIONS FILLED LAST YEAR

NEWSPAPER ADVERTISEMENTS	70
CURRENT EMPLOYEE REFERRALS	85
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER	20
PRIVATE EMPLOYMENT AGENCIES	15
PUBLIC SCHOOLS AND TRAINING PROGRAMS	15
UNSOLICITED WALK-INS:	50
EDD:	14

Other methods of recruitment that are used by a few employers include temporary employment agencies and culinary schools.

EMPLOYING INDUSTRIES



Drafters

OES Number 225140

Drafters prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	--

H.S. OR GED	15%
ASSOCIATE DEGREE	20%
BACHELOR DEGREE	65%

Most employer are looking for people who have CAD 12 &/or 13 training.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

NOT REQUIRED	15%
12 MONTHS	50%
24 MONTHS	20%
36 MONTHS	15%

Most employers are looking for experience specifically in drafting. Many are also looking for experience with CAD software (some specify version 12 and or 13). Some are also looking in specific areas of drafting such as mechanical or design. Other experience mentioned includes programmer technicians and trainee. Most employers at least sometimes substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficult
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Some difficulty

The qualified but inexperienced drafters will face a competitive job market given the employer assessment of supply and the education and experience of recent hires. Experienced drafters are somewhat difficult to find, therefore, competition will be considerably less.

PROJECTIONS & TURNOVER

1994 SIZE:	470, medium
7 YEAR GROWTH	40
7 YEAR GROWTH RATE	8.5%, slower than average
TURNOVER	10% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for almost one half of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 5% last year. Most employers indicated that occupational employment would remain stable, but some project growth, for the next three years.

COMPENSATION

WAGES

	<u>Low</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$5.00	\$15.35	\$8.00
New, experienced	\$8.00	\$17.50	\$12.75
3 years with firm	\$9.60	\$22.50	\$16.90

BENEFITS

(% of benefits offered by employers with benefits)

	<u>% EMPLOYERS W BENEFITS</u>	<u>100%</u>
	<u>% FULL-TIME</u>	<u>% PART-TIME</u>
	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>
PAID VACATION	100	0
PAID SICK LEAVE	95	0
RETIREMENT PLANS	30	0
MEDICAL INSURANCE	100	0
DENTAL INSURANCE	75	0
VISION INSURANCE	55	0
LIFE INSURANCE	50	0
CHILD CARE	0	0

A few employers also mention 401 K and profit sharing. Partial payment of benefits for part-time employees is occasionally available.

GENERAL INFORMATION

✱ **SKILLS** needs vary depending on the employing industry, but most industries generally desire: **technical skills** such as abilities to use Autocad and three dimensional computer assisted design (CAD) software, to analyze data to solve problems, to use geometric dimensioning & tolerancing techniques, and to read blueprints; **physical skills** such as good vision and the ability to perform precision work; **personal skills** such as high standards of personal cleanliness, interpersonal skills, and the ability to work independently and/or with close supervision; and **basic skills** such as basic math and abilities to think logically, and read and follow instructions.

✱ **EMERGING TECHNOLOGY AND SKILLS** identified by employers include the newest versions of CAD software or CAD software in general, spread sheet, word processing, database and desktop publishing software. New drafting standards, structural design skills and communications abilities were also mentioned.

✱ **PROMOTIONAL OPPORTUNITIES** available for some employees include Senior project manager, project and staff engineer, technical draftsman, senior draftsman and project captain.

✱ **OTHER RELEVANT INFORMATION** The survey also indicates that the position is a **non-traditional occupation for women** with 18% being female; **unionized employees** are at 0%; and **other job titles** include CAD drafters, CAD operators, architectural drafters, computer operator; technical drafters and technical illustrators.

D.O.T. Codes: 001.261-xxx, 002.261-010, 003.131-010, 003.261-xxx, 003.281-xxx, 007.161-xxx, 007.261-xxx, 007.281-010, 010.281-xxx, 014.281-010, 017.161-010, 017.261-xxx, 017.281-xxx and 726.364-014

16 firms, representing 62 employees responded to the survey.

WORK PATTERNS

Almost all employment opportunities in this occupation are full-time (40-50hr/wk). There are a few part-time opportunities (20hr/wk) in the county. There are no reported temporary or seasonal positions in this occupation.

RECRUITMENT

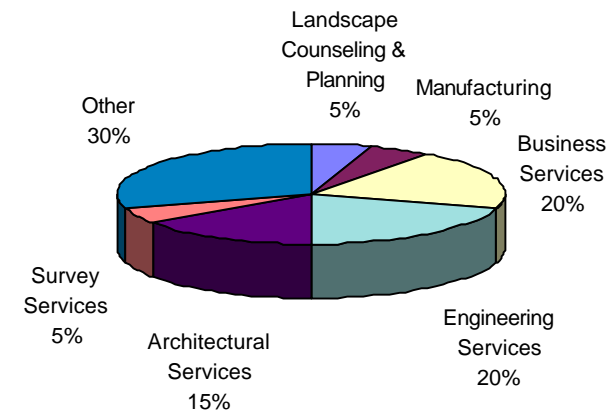
METHOD

% OF ALL POSITIONS FILLED LAST YEAR

NEWSPAPER ADVERTISEMENTS	65
CURRENT EMPLOYEE REFERRALS	55
PRIVATE VOCATIONAL SCHOOLS:	30
IN-HOUSE PROMOTION OR TRANSFER	30
PRIVATE EMPLOYMENT AGENCIES	15
PUBLIC SCHOOLS AND TRAINING PROGRAMS	45
UNSOLICITED WALK-INS:	55
EDD:	0

Other methods of recruitment that are used by many employers include industrial publications, word of mouth, engineers, architects, and other firms.

EMPLOYING INDUSTRIES



Food Preparation Workers

OES Number 650380

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	--

H.S. OR GED

100%

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	No difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Little difficulty

The qualified but inexperienced food preparation worker will face a competitive job market because of the high unemployment in the area. Experienced food preparation workers are a little difficult to find, therefore, finding a job will be a somewhat easier.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

NOT REQUIRED
6-12 MONTHS

95%
5%

Most employers do not require experience. Those that do require experience accept most kitchen/food preparation jobs including cooking for a large family. Most employers at least sometimes substitute training for experience.

PROJECTIONS & TURNOVER

1994 SIZE:	2570, very large
7 YEAR GROWTH	330
7 YEAR GROWTH RATE	12.8%, average

TURNOVER	30% annually
-----------------	--------------

TURNOVER: Employer hiring to fill openings from turnover accounted for over three quarters of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 5% last year. Most employers indicated that occupational employment would remain stable for the next three years.

COMPENSATION

WAGES

	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$4.25	\$7.10	\$5.15
New, experienced	\$4.25	\$7.60	\$5.75
3 years with firm	\$5.00	\$10.00	\$7.25

School districts pay more at the starting salaries, but salaries tend to even out in the "3 years with firm" category above.

BENEFITS

	<u>% EMPLOYERS W/ BENEFITS</u>	<u>75%</u>
(% of benefits offered by employers with benefits)	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	80	20
PAID SICK LEAVE	50	20
RETIREMENT PLANS	55	15
MEDICAL INSURANCE	85	15
DENTAL INSURANCE	65	5
VISION INSURANCE	50	5
LIFE INSURANCE	35	5
CHILD CARE	5	0

Some employers mentioned limits on benefits, such as the requirement to work at least 25-30 hours and the need for employees to purchase health plan through a third party, such as a credit union.

GENERAL INFORMATION

✱ **SKILLS** needs vary, but most employers generally desire: **technical skills** such as the ability to handle multiple food orders in a timely fashion and knowledge of food characteristics; **physical skills** such as abilities to work rapidly, to stand continuously for 2 or more hours and to lift at least 30 lbs. repeatedly, and good eye-hand coordination; **personal skills** such as the ability to work under pressure, high standards of personal cleanliness, willingness to work with close supervision, and public contact skills; and **basic skills** such as abilities to follow oral instructions and to read and follow written instructions, oral communication and basic math.

✱ **EMERGING TECHNOLOGY AND SKILLS** include customer service and knowledge of nutrition, new equipment and meats.

✱ **PROMOTIONAL OPPORTUNITIES** available for most employers include cook, line cook, grill cook, player coach, supervisor, certified trainer, and manager.

✱ **OTHER RELEVANT INFORMATION** The survey also indicates that **unionized employees** are at 5%; and **other job titles** include dietary aide, deli server, crew person, food service workers, prep cook or help, yardman and line prep.

WORK PATTERNS

Most employment opportunities in this occupation are part-time (15-29hr/wk). There are some full-time opportunities (35-40hr/wk) in the county. There are no reported temporary or seasonal positions in this occupation.

RECRUITMENT

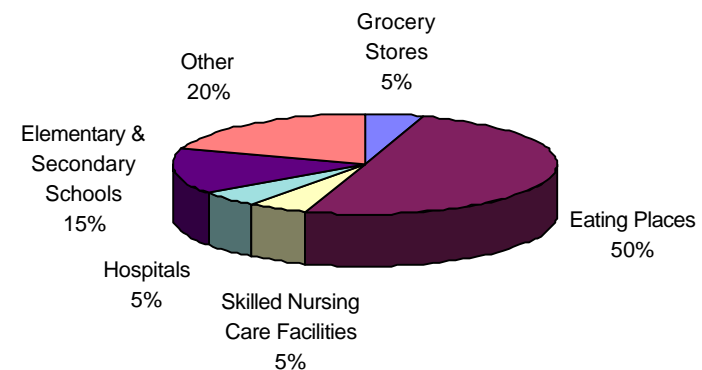
METHOD

% OF ALL POSITIONS FILLED LAST YEAR

NEWSPAPER ADVERTISEMENTS	100
CURRENT EMPLOYEE REFERRALS	100
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER	0
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	0
UNSOLICITED WALK-INS:	95
EDD:	0

Other methods of recruitment that are used by a few employers include culinary schools, temporary services agencies and a sign in the window.

EMPLOYING INDUSTRIES



D.O.T. Codes: 311.674-014, 313.684-010, 313.687-010, 316.661-010, 316.684-xxx, 317.384-010, 317.664-010, 317.684-xxx, 317.687-010, 318.687-xxx and 319.484-010
19 firms, representing 1409 employees responded to the survey.

Gardeners, Groundskeepers - Except Farm

OES Number 790300

Gardeners and Groundskeepers maintain grounds of public or private property, using hand/power tools or equipment. They may perform any combination of tasks, such as mowing, trimming, planting, watering, fertilizing, digging, raking, and sweeping. Additional duties may include minimal care and upkeep of buildings and equipment. They may plan and execute small-scale landscaping operations. They may dig and prepare graves. Does not include Groundskeepers who disseminate information to the public and patrol public parks to enforce rules and regulations and to detect fires.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	--

LESS THAN H.S.	50%
H.S. OR GED	35%
COLLEGE BUT NO DEGREE	15%

Some employers require B & C drivers licenses to operate specialized equipment.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	No difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Little difficulty

The qualified but inexperienced gardener will face a very competitive job market given the employer assessment of supply and the experience level of recent hires. Experienced gardeners are somewhat difficult to find, but the job market remains competitive. Competition is high because of low education expectations in a county with high unemployment.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

NOT REQUIRED	15%
6 MONTHS	30%
12 MONTHS	55%

Most employers are looking for people with experience related to gardening, landscaping, park maintenance or groundskeeper. Some employers will accept experience as a general laborer or contractor aide. Experience with sprinkler repair is also mentioned as desirable. Most employers at least sometimes substitute training for experience.

PROJECTIONS & TURNOVER

1994 SIZE:	780, large
7 YEAR GROWTH	110
7 YEAR GROWTH RATE	14.1%, faster than average

TURNOVER	10% annually
----------	--------------

TURNOVER: Employer hiring to fill openings from turnover accounted for less than one fifth of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 6% last year. Most employers indicated that occupational employment would remain stable for the next three years.

COMPENSATION

WAGES

	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$4.25	\$15.45	\$5.50
New, experienced	\$4.50	\$23.00	\$8.00
3 years with firm	\$5.15	\$46.05	\$10.50

A few developers pay very high hourly wages. Local governments also generally pay more than the average.

BENEFITS

	<u>% EMPLOYERS W BENEFITS</u>	<u>65%</u>
<u>(% of benefits offered by employers with benefits)</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	100	0
PAID SICK LEAVE	60	0
RETIREMENT PLANS	40	0
MEDICAL INSURANCE	80	0
DENTAL INSURANCE	60	0
VISION INSURANCE	50	0
LIFE INSURANCE	50	0
CHILD CARE	0	0

A few employers pay a percentage of the benefit package and others require the employee to purchase their own benefits.

GENERAL INFORMATION

✳️ **SKILLS** needs vary but most employers generally desire: **technical skills** such as abilities to operate power hand tools and to maintain equipment, possession of a valid driver's license, and knowledge of gardening tools; **physical skills** such as the ability to stand continuously for 2 or more hours; **personal skills** such as the ability to interact well with others, willingness to work with close supervision and possession of a good DMV driving record; and **basic skills** such as the ability to follow oral instructions and good oral communication skills.

✳️ **EMERGING TECHNOLOGY AND SKILLS** include knowledge of equipment and plant materials (Botany I).

✳️ **PROMOTIONAL OPPORTUNITIES** available for most employees include foreman, supervisor, inspector, maintenance person II.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that the position is a **non-traditional occupation for women** with 4% being female; **unionized employees** are at 5%; and **other job titles** include maintenance personnel, landscaper maintenance men, utility grounds workers, installers, grounds technician and park maintenance, lead and senior workers.

WORK PATTERNS

Almost all employment opportunities in this occupation are full-time (40-45hr/wk). There are a few part-time opportunities (2-32hr/wk) in the county. There are also a few seasonal positions in this occupation.

RECRUITMENT

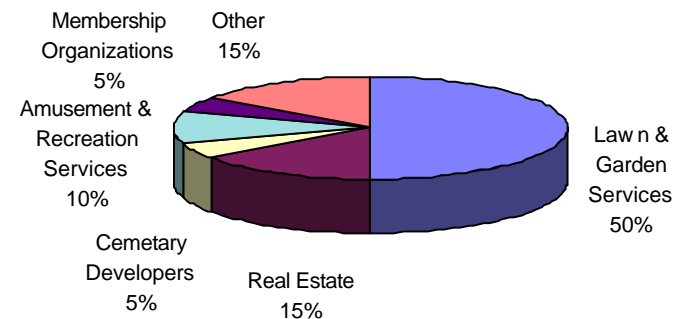
METHOD

% OF ALL POSITIONS FILLED LAST YEAR

NEWSPAPER ADVERTISEMENTS	20
CURRENT EMPLOYEE REFERRALS	90
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER	50
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	0
UNSOLICITED WALK-INS:	20
EDD:	50

Other methods of recruitment that are used by a few employers include word of mouth and recruitment in local churches.

EMPLOYING INDUSTRIES



D.O.T. Codes: 486.381-010, 406.683-010, 406.684-xxx, 406.687-010 and 408.684--010

16 firms, representing 155 employees responded to the survey.

Hairdressers, Hairstylists, And Cosmetologists

OES Number 680050

Hairdressers, Hairstylists, and Cosmetologists provide beauty services for customers, such as suggesting hair styles, cutting and styling hair, treating the scalp, applying make-up, and dressing wigs. Please do not include Shampooers, Manicurists, and Beauty School Instructors.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	--

H.S. OR GED	95%
COLLEGE BUT NO DEGREE	5%

Most employer require a cosmetology license which takes an average of 10 months of specialized training to obtain. Please refer to California Guide # 58, Interest Area 9, for a detailed description of training requirements. Some employers, such as funeral homes, do not require a license.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

NOT REQUIRED	55%
6 MONTHS	15%
12 MONTHS	20%
24 MONTHS	10%

Although most employers do not require experience, most of those that require experience are looking for experience specifically in the area of hair dressing and hair styling. Most employers at least sometimes substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Some difficulty

The qualified but inexperienced hairdresser will face a competitive job market given the employer assessment of supply. Experienced hairdressers are somewhat difficult to find, therefore competition for jobs is less severe.

PROJECTIONS & TURNOVER

1994 SIZE:	470, medium
7 YEAR GROWTH	50
7 YEAR GROWTH RATE	10.6%, slower than average
TURNOVER	20% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for two thirds of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 7% last year. Most employers indicated that occupational employment would remain stable, but many others projected growth, for the next three years.

COMPENSATION

WAGES

	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$4.25	\$13.00	\$7.40
New, experienced	\$4.25	\$17.50	\$9.00
3 years with firm	\$4.25	\$24.50	\$12.00

In this occupation tips make up one-third of the above wages. In the high end wages tips exceed salary and salaries raise with experience.

BENEFITS

	% EMPLOYERS W BENEFITS 60%	
(% of benefits offered by employers with benefits)	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	70	30
PAID SICK LEAVE	30	30
RETIREMENT PLANS	50	20
MEDICAL INSURANCE	90	20
DENTAL INSURANCE	50	10
VISION INSURANCE	30	0
LIFE INSURANCE	40	0
CHILD CARE	0	0

A few employers pay benefits to part-time staff working over 30 hours per week.

GENERAL INFORMATION

✳️**SKILLS** needs vary but most employers generally desire: **technical skills** such as possession of a cosmetology license, abilities to find suppliers of beauty aids and to maintain an appointment calendar and cash handling skills; **physical skills** such as the ability to stand continuously for 2 or more hours, good vision, possession of good color perception and good eye-hand coordination; **personal skills** such as high standards of personal cleanliness and grooming, willingness to work nights, weekends and holidays, ability to work under pressure, understanding of a variety of cultures and public contact skills, ; and **basic skills** in oral communication, and abilities to follow oral instructions and to read and follow written instructions.

✳️**EMERGING TECHNOLOGY AND SKILLS** include knowledge of industry databases software. Skills with new styles, techniques and cuts, show cuts, and continuing education and psychology were also mentioned.

✳️**PROMOTIONAL OPPORTUNITIES** available for most employees include management, trainer and lead stylist or haircutter.

✳️**OTHER RELEVANT INFORMATION** The survey also indicates that the position is a **traditional occupation for women** with 88% being female **unionized employees** are at 0%; and **other job titles** include stylists, hair stylists, master stylists and groomers.

WORK PATTERNS

Most employment opportunities in this occupation are full-time (32-60hr/wk). There are a some part-time opportunities (14-32hr/wk) in the county. There are no reported temporary or seasonal positions in this occupation.

RECRUITMENT

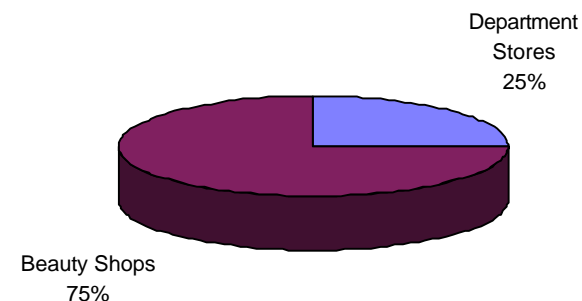
METHOD

% OF ALL POSITIONS FILLED LAST YEAR

NEWSPAPER ADVERTISEMENTS	90
CURRENT EMPLOYEE REFERRALS	85
PRIVATE VOCATIONAL SCHOOLS:	15
IN-HOUSE PROMOTION OR TRANSFER	25
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	45
UNSOLICITED WALK-INS:	70
EDD:	10

Other methods of recruitment that are used by a few employers include word of mouth, flyers, mailers and sign in the window.

EMPLOYING INDUSTRIES



D.O.T. Codes: 332.271-xxx, 332.361-010, 333.071-010, 333.271-010, 339.361-010, 339.371-xxx
17 firms, representing 137 employees responded to the survey.

Industrial Truck And Tractor Operators

OES Number 979470

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Does not include Logging Tractor Operators.

EDUCATION& TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	--

LESS THAN H.S.	5%
H.S. OR GED	95%

Some employers are looking for people who have 3 - 6 months of training and a certificate in forklift driving. This certificate may be in increasing demand in the future.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Little difficulty

The qualified but inexperienced industrial truck and tractor operator will face a competitive job market given the employer assessment of supply and the experience level of recent hires. Experienced industrial truck and tractor operators are only a little hard to find so competition for jobs is still high. Competition is high because of low education expectations for this occupation in a county with high unemployment.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

NOT REQUIRED	10%
3-4 MONTHS	30%
6 MONTHS	20%
9-12 MONTHS	5%
18 MONTHS	30%
24 MONTHS	5%

Most employers are looking for people with forklift driving experience. Other experience mentioned by some include stocker and warehouse person. Most employers at least sometimes substitute training for experience.

PROJECTIONS& TURNOVER

1994 SIZE:	1,030, large
7 YEAR GROWTH	110
7 YEAR GROWTH RATE	7.8%, slower than average

TURNOVER	5% annually
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TURNOVER: Employer hiring to fill openings from turnover accounted for less than one tenth of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 2% last year. Most employers indicated that occupational employment would remain stable and only some employers projected growth for the next three years.

COMPENSATION

	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
<u>WAGES</u>	<u>NON/UNION</u>	<u>NON/UNION</u>	<u>NON/UNION</u>
New, no experience	\$4.25/8.95	\$10.85/13.25	\$6.00/11.00
New, experienced	\$4.50/8.95	\$12.00/15.05	\$6.00/12.00
3 years with firm	\$5.35/8.95	\$14.65/18.60	\$8.25/13.75

Unionized employees are paid significantly higher wages in all categories above.

<u>BENEFITS</u>	<u>% EMPLOYERS W BENEFITS</u>		<u>85%</u>
(% of benefits offered by employers with benefits)	<u>% FULL-TIME</u>	<u>% PART-TIME</u>	
	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	
PAID VACATION	90	0	
PAID SICK LEAVE	70	0	
RETIREMENT PLANS	65	0	
MEDICAL INSURANCE	100	0	
DENTAL INSURANCE	90	0	
VISION INSURANCE	65	0	
LIFE INSURANCE	80	0	
CHILD CARE	0	0	

GENERAL INFORMATION

✳️ **SKILLS** needs vary depending on the employing industry but most industries generally desire: **technical skills** such as ability to read and follow instructions, record keeping skills, and possession of a valid driver's license; **physical skills** such as good physical condition and hearing, abilities to perform strenuous, physically demanding work, to tolerate noise and dust and to pass a pre-employment drug test, and good eye-hand coordination; **personal skills** such as abilities to do shift work, to work independently, and to interact well with others, and willingness to work with close supervision; and **basic skills** such as Abilities to read and follow instructions, and to write legibly and oral communication skills

✳️ **EMERGING TECHNOLOGY AND SKILLS** include 10 key operation, computer data entry, bar code knowledge, forklift safety and bilingual abilities.

✳️ **PROMOTIONAL OPPORTUNITIES** available for most employees supervisor, manager, crew leader, dispatcher and counter.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that the position is a **non-traditional occupation for women** with 5% being female; **unionized employees** are at 25%; and **other job titles** include forklift operators, warehousemen, forklift drivers, dock workers, transfer station workers and warehouse drivers .

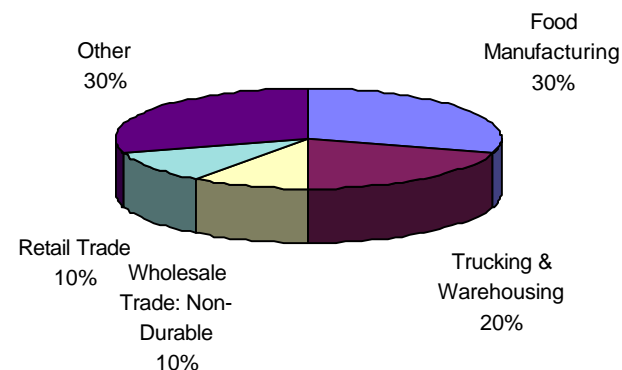
WORK PATTERNS

Many employment opportunities in this occupation are full-time (40-50hr/wk). There are almost as many seasonal positions (40-55hr/wk). There are only a few part-time opportunities (25-30hr/wk) in the county.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST YEAR</u>
NEWSPAPER ADVERTISEMENTS	5
CURRENT EMPLOYEE REFERRALS	25
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER	35
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	0
UNSOLICITED WALK-INS:	20
EDD:	75

EMPLOYING INDUSTRIES



D.O.T. Codes: 519.683-xxx, 921.583-010, 921.683-xxx, 929.583-010 and 929.683-014

19 firms, representing 314 employees responded to the survey.

Kindergarten Teachers

OES Number 313022

Kindergarten teachers instruct kindergarten pupils in public or private schools in elemental, physical, mental, and developmental skills. Does not include Instructional Aides or Preschool Teachers.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	--

BACHELOR DEGREE	25%
GRADUATE STUDY	75%

Almost all employers report requiring a teaching credential, some also require passing the CBEST. It generally takes one year after a Bachelors Degree to complete training in preparation for a teaching credential. A few employers ask for specific units in Early Childhood Development. Please refer to the California Occupational Guide # 10 (Teachers, Elementary School) Interest Area 11 for a detailed description of credential requirements and procedures.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

NOT REQUIRED	70%
5-6 MONTHS	5%
12-24 MONTHS	25%

Although most of the recently hired did not have to have experience, most schools do require experience. Most of the employers requiring experience are looking for previous experience as a teacher. Some employers will also accept experience as a teacher aide, teacher intern or student teaching. Most employers at least sometimes substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED <u>INEXPERIENCED</u> APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS	Little difficulty

The qualified but inexperienced kindergarten teacher will face a competitive job market given the employer assessment of supply, however, the low level of experience of recent hires implies plentiful opportunities even for the inexperienced. Experienced kindergarten teachers are not much more difficult to find than inexperienced, so although opportunities are plentiful, competition remains high.

PROJECTIONS & TURNOVER

1994 SIZE:	1540, very large
7 YEAR GROWTH	540
7 YEAR GROWTH RATE	35.1%, faster than average (#s combined with pre-school teachers)
TURNOVER	15% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for over one half of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 9% last year. Most employers indicated that occupational employment would remain stable, but many other employers project growth, for the next three years.

COMPENSATION

	<u>LOW</u> <u>NON/UNION</u>	<u>HIGH</u> <u>NON/UNION</u>	<u>MEDIAN</u> <u>NON/UNION</u>
WAGES			
New, no experience	\$5.50/12.10	\$13.75/14.90	\$11.00/13.15
New, experienced	\$6.50/10.50	\$15.00/15.70	\$12.50/13.75
3 years with firm	\$6.50/13.90	\$18.50/17.25	\$14.40/15.60

Small private and church schools pay on the low end of the above ranges. Public school districts pay the higher end. Unionized employees are paid at a higher rate than non-unionized.

BENEFITS (% of benefits offered by employers with benefits)	% EMPLOYERS W BENEFITS <u>% FULL-TIME</u> <u>EMPLOYEES</u>	100% <u>% PART-TIME</u> <u>EMPLOYEES</u>
PAID VACATION	60	15
PAID SICK LEAVE	65	15
RETIREMENT PLANS	50	15
MEDICAL INSURANCE	95	5
DENTAL INSURANCE	75	5
VISION INSURANCE	70	5
LIFE INSURANCE	45	5
CHILD CARE	15	0

A few employers mention 180 day work year, bereavement leave, and accident insurance (for part-time). Restrictions include choice of medical insurance or retirement and benefits for part-time staff above a certain minimum hours/wk

GENERAL INFORMATION

• **SKILLS** needs vary, but most industries generally desire: **technical skills** such as knowledge of early childhood development, classroom management, problem solving and oral reading skills, and the ability to develop and organize class projects; **physical skills** such as ability stand for prolonged periods; **personal skills** such as possession of a clean police record, and abilities to interact well with others, to work under pressure, and to work independently and to understand a variety of cultures; and **basic skills** such as good oral communication, abilities to read and follow instructions and to write legibly, and basic math skills.

• **EMERGING TECHNOLOGY AND SKILLS** include word processing, desktop publishing, database, and spreadsheet software. Other skills include general computer, people orientation, video teaching, computer multi-media, conceptual creativity and technology. Employers also identified bilingual abilities.

• **PROMOTIONAL OPPORTUNITIES** available for almost all employees include resource specialist, resource teacher, mentor tutor, guidance instructor specialist, director, head teacher, curriculum specialist, program manager, administrator and secondary school instructor.

• **OTHER RELEVANT INFORMATION**: The survey also indicates that the position is a **traditional occupation for women** with 90% being female **unionized employees** are at 70%; and **other job titles** includes teachers.

WORK PATTERNS

Almost all employment opportunities in this occupation are full-time (35-40hr/wk). There are a few part-time opportunities (19-30hr/wk) in the county. There are no reported temporary or seasonal positions in this occupation.

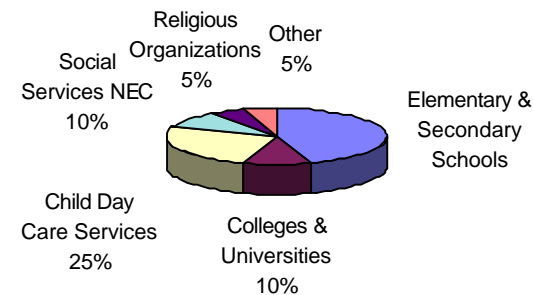
RECRUITMENT

METHOD	% OF ALL POSITIONS FILLED LAST YEAR
NEWSPAPER ADVERTISEMENTS	90
CURRENT EMPLOYEE REFERRALS	85
PRIVATE VOCATIONAL SCHOOLS:	80
IN-HOUSE PROMOTION OR TRANSFER	85
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	95
UNSOLICITED WALK-INS:	80
EDD:	0

Other methods of recruitment that are used by a few employers include church, community and school bulletins, and job fairs.

EMPLOYING INDUSTRIES

Combined with Preschool Teachers



D.O.T. Codes: 092.227-014

20 firms, representing 490 employees responded to the survey.

Maintenance Repairers - General Utility

OES Number 851320

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipe fitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	--

H.S. OR GED	65%
COLLEGE BUT NO DEGREE	30%
ASSOCIATE DEGREE	5%

Because this occupation is broadly defined, employers have a wide range of requirements for training certificates and licensing. Some require certification in one of the following areas: welding, EPA standards, electric circuits, heating and air conditioning and class B drivers license. The training for these certificates can be from one to 24 months. Some employers require journey level apprenticeship training. California Occupational Guide # 136 (Maintenance Mechanic), Interest Area 5D describes the apprenticeship program as taking from 3-4 years. For more information on the apprenticeship program contact the California Department of Industrial Relations, Division of Apprenticeship Standards by calling (415) 975-2035.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

6 MONTHS	45%
12 MONTHS	45%
24 MONTHS	5%

All employers require experience, but because the job is so broadly defined, the type of experience required can vary widely. Examples of acceptable experience include, carpenter, plumber, electrician, refrigeration mechanic, utility maintenance, mechanic, painter, handyman and paver. Most employers at least sometimes substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Little difficulty

The qualified but inexperienced maintenance repairer will face a competitive job market given the employer assessment of supply and the experience level of recent hires. Experienced maintenance repairers are also only a little difficult to find so even their job market remains competitive. Competition is high because of low education expectations in a county with high unemployment.

PROJECTIONS & TURNOVER

1994 SIZE:	2,980, very large
7 YEAR GROWTH	380
7 YEAR GROWTH RATE	12.8%, average
TURNOVER	5% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for almost one half of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just under 1% last year. Most employers indicated that occupational employment would remain stable for the next three years.

COMPENSATION

<u>WAGES</u>	<u>LOW</u> <u>NON/UNION</u>	<u>HIGH</u> <u>NON/UNION</u>	<u>MEDIAN</u> <u>NON/UNION</u>
New, no experience	\$4.50/11.20	\$9.00/15.00	\$5.75/13.10
New, experienced	\$6.00/9.00	\$14.00/20.00	\$8.00/11.20
3 years with firm	\$7.50/12.35	\$18.50/35.00	\$13.00/15.30

Local government and school districts are generally unionized in this occupation and pay salaries on the high end of the ranges. A few private employers are unionized and also pay in the higher range.

<u>BENEFITS</u> (% of benefits offered by employers with benefits)	<u>% EMPLOYERS W/ BENEFITS</u>	<u>100%</u>
	<u>% FULL-TIME</u> <u>EMPLOYEES</u>	<u>% PART-TIME</u> <u>EMPLOYEES</u>
PAID VACATION	100	5
PAID SICK LEAVE	85	5
RETIREMENT PLANS	65	0
MEDICAL INSURANCE	100	0
DENTAL INSURANCE	85	0
VISION INSURANCE	80	0
LIFE INSURANCE	85	0
CHILD CARE	5	0

A few employer mentioned 401 K retirement plans, holiday bonus and free uniforms. A few employers only pay a portion of the benefit package.

GENERAL INFORMATION

• **SKILLS** needs vary depending on the employer specialty but most employers generally desire: **technical skills** such as abilities to operate power hand tools, to problem solve, and to implement safe work practices; **physical skills** such as abilities to stand continuously for 2 or more hours and to lift at least 50 lbs. repeatedly, and good eye-hand coordination; **personal skills** such as abilities to handle crisis situations and to work independently, Willingness to work nights* weekends* and holidays and possession of mechanical aptitude; and **basic skills** such as the ability to read and follow instructions and oral communication skills.

• **EMERGING TECHNOLOGY AND SKILLS** include database software knowledge. Other skills varying by the specialization include air conditioning and heating, computerized diagnostics, computer knowledge, integrated circuitry and memory circuits.

• **PROMOTIONAL OPPORTUNITIES** available for almost all employees include maintenance manager, lead person, salesperson, supervisor, headworker, foreman and public works superintendent.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **non-traditional occupation for women** with 1% being female; **unionized employees** are at 45%; and **other job titles** include mechanics, service managers, service techs, field techs, maintenance assistants, repair persons, maintenance technicians, building service engineers, maintenance and utility, maintenance workers I, II, and III and property maintenance workers.

WORK PATTERNS

Almost all employment opportunities in this occupation are full-time (40-45hr/wk).

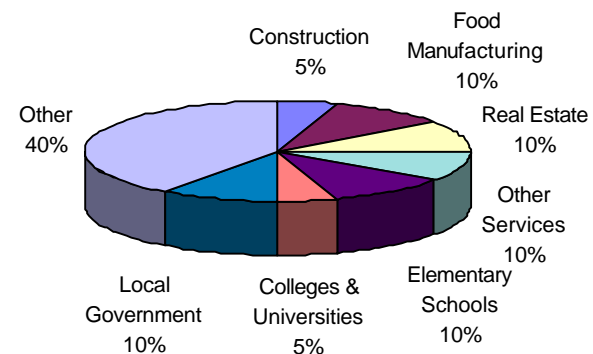
There are some part-time opportunities (15-20hr/wk) in the county. There are a few seasonal and no temporary positions reported in this occupation.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST YEAR</u>
NEWSPAPER ADVERTISEMENTS	70
CURRENT EMPLOYEE REFERRALS	45
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER	10
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	10
UNSOLICITED WALK-INS:	40
EDD:	5

Other methods of recruitment that are used by a few employers include other employers and local churches.

EMPLOYING INDUSTRIES



D.O.T. Codes: 638.281-010, 899.261-014 and 899.381-010
15 firms, representing 122 employees responded to the survey.

Marketing, Advertising, And Public Relations Managers

OES Number 130110

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

EDUCATION& TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
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COLLEGE BUT NO DEGREE	10%
BACHELOR DEGREE	90%

Some employers are looking for a degree specifically in Marketing. A few opportunities exist for people with vocational training in Marketing. Please refer to California Occupational Guide # 276 (Public Relations Representatives), Interest Area 11 for more information on training and education requirements.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE(LAST 12 MONTHS):
---	---

12 MONTHS	15%
18 MONTHS	35%
24 MONTHS	40%
60 MONTHS	10%

Employer are looking for a minimum of 12 months of previous experience for this position. The type of experience generally depends on the industry. Experience in sales is desired by many employers. Some employers are looking for experience in graphic layout, illustrator, public information, communication, marketing, public relations, publishing, broadcasting and management in specific industries. Employers are evenly split concerning whether they will never or sometimes accept training as a substitute for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Some difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Some difficulty

It is very difficult to get this job without experience. The difficulty rating for the inexperienced is probably related to the fact that it is difficult to find qualified people who do not have experience. However, those with training and experience in this occupation will have good opportunities for employment.

PROJECTIONS& TURNOVER

1994 SIZE:	780, large
7 YEAR GROWTH	110
7 YEAR GROWTH RATE	14.1%, faster than average

TURNOVER	5% annually
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TURNOVER: Employer hiring to fill openings from turnover accounted for over one fifth of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just under 20% last year. Most employers indicated that occupational employment would remain stable, but many other employers project growth, for the next three years.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$7.65	\$23.00	\$9.40
New, experienced	\$4.10	\$34.50	\$18.65
3 years with firm	\$4.95	\$46.05	\$23.25

This is a very diverse occupation crossing many industries. Most employers pay a straight salary but some employers also pay a commission. The above figures are a combination of salary and commission. The highest projected wages are with employers who have commissions and salary. Local government employers pay in the middle of the ranges.

<u>BENEFITS</u> (% of benefits offered by employers with benefits)	<u>% EMPLOYERS W BENEFITS</u> <u>% FULL-TIME</u> <u>EMPLOYEES</u>	<u>100%</u> <u>% PART-TIME</u> <u>EMPLOYEES</u>
PAID VACATION	95	5
PAID SICK LEAVE	90	5
RETIREMENT PLANS	75	5
MEDICAL INSURANCE	90	5
DENTAL INSURANCE	70	0
VISION INSURANCE	70	0
LIFE INSURANCE	70	0
CHILD CARE	0	0

A few employers also mentioned disability and profit sharing for full and part-time employees, bonuses, 401 K and bereavement leave.

GENERAL INFORMATION

• **SKILLS** needs vary depending on the employing industry but most industries generally desire: **technical skills** such as verbal presentation skills, abilities to apply marketing techniques, to write effectively, to analyze and use market research data and reports, and to manage an activity or department; **personal skills** such as abilities to work as part of a team, to maintain good customer relations, to work under pressure, to maintain good business relationships, to manage multiple priorities and to manage unexpected situations or circumstances and interpersonal skills; and **basic skills** such as oral communication skills and the ability to write legibly.

• **EMERGING TECHNOLOGY AND SKILLS** identified by employers include word processing, desktop publishing and database software. Employers also mentioned general computer knowledge, customer service, people management, Internet, multimedia, web design and knowledge of banking and finance.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include senior account executive, account supervisor, general manager, associate, senior art director, marketing manager, general manager and president.

• **OTHER RELEVANT INFORMATION** : The survey also indicates that **unionized employees** are at 5%; and **other job titles** include operations manager, district sales manager, sales manager, account executives, director of public information and publications, sales representative customer service, head of sales, sales manager, art and marketing directors, and promotions manager.

WORK PATTERNS

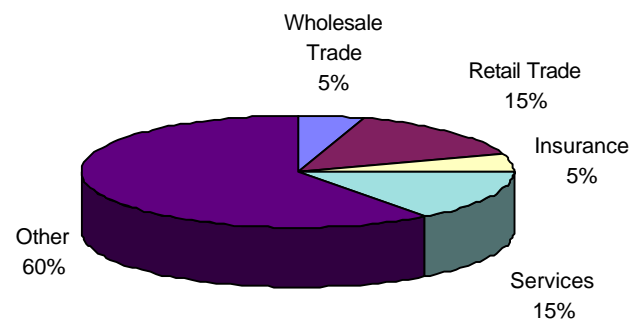
Almost all employment opportunities in this occupation are full-time (40-60hr/wk). There are few part-time(20hr/wk), and no on-call or seasonal positions reported in this occupation.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST YEAR</u>
NEWSPAPER ADVERTISEMENTS	65
CURRENT EMPLOYEE REFERRALS	55
PRIVATE VOCATIONAL SCHOOLS:	20
IN-HOUSE PROMOTION OR TRANSFER	55
PRIVATE EMPLOYMENT AGENCIES	20
PUBLIC SCHOOLS AND TRAINING PROGRAMS	20
UNSOLICITED WALK-INS:	10
EDD:	0

Other methods of recruitment that are used by a few employers include personal referrals, colleague referrals, state bulletins and college bulletins.

EMPLOYING INDUSTRIES



D.O.T. Codes: 141.137-010, 159.167-022, 163.117-xxx, 163.167-xxx, 163.267-010, 164.117-xxx, 164.167-010, 185.117-014, 185.157-xxx, 187.167-162 and 189.117-018
17 firms, representing 37 employees responded to the survey.

Postal Service Clerks

OES Number 573080

Postal Service Clerks perform any combination of tasks in a post office, such as receive letters and parcels; sell postage and revenue stamps, postal cards, and stamped envelopes; fill out and sell money orders; place mail in pigeon holes of mail rack or in bags according to state, address, or other scheme; and examine mail for correct postage. Does not include Postal Mail Carriers.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	--

H.S. OR GED

100%

Because the figure above comes from only one employer, it does not reflect a realistic breakdown of education levels of recent hires since each employer must choose only one response. For more detailed information on education and training needs of the employer please refer to California Occupational Guide # 449, (Post Office Jobs) Interest Area 7. The employer requires a keyboard dexterity test.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
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NOT REQUIRED

100%

The Post Office does not require prior experience. Training is provided on the job.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	No difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	No difficulty

This occupation is very competitive for both the experienced and the inexperienced because the educational requirement are low and there are no experience requirements. High unemployment greatly increases competition for this job.

PROJECTIONS & TURNOVER

1994 SIZE:	140, small
7 YEAR GROWTH	0
7 YEAR GROWTH RATE	0.0%, remain stable

TURNOVER	10% annually
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TURNOVER: Employer hiring to fill openings from turnover accounted for over one quarter of all hiring during the last 12 months.

GROWTH: The employer reported a growth rate of 0% last year. The employer indicates that occupational employment would remain stable for the next three years.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$12.30	\$12.30	\$12.30
New, experienced	\$13.05	\$13.05	\$13.05
3 years with firm	\$14.45	\$14.45	\$14.45

BENEFITS

(% of benefits offered by employers with benefits)	<u>% EMPLOYERS W BENEFITS</u> 100%	
	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	100	0
PAID SICK LEAVE	100	0
RETIREMENT PLANS	100	0
MEDICAL INSURANCE	100	0
DENTAL INSURANCE	100	0
VISION INSURANCE	100	0
LIFE INSURANCE	100	0
CHILD CARE	0	0

The employer only pays a portion of some of the benefits listed above.

GENERAL INFORMATION

✳️ **SKILLS** needs vary depending on the employing industry but most industries generally desire: **technical skills** ; **physical skills** such as ; **personal skills** such as ; and **basic skills** such as .

✳️ **EMERGING TECHNOLOGY AND SKILLS** were not identified by the post office.

✳️ **PROMOTIONAL OPPORTUNITIES** available for all employees is supervisor.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that **unionized employees** are at 100%; and **other job titles** include postal clerks.

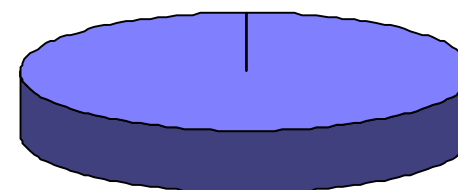
WORK PATTERNS

Most employment opportunities in this occupation are full-time (40hr/wk). There are a some temporary(20hr/wk) and part-time opportunities (40hr/wk) (employees designated part-time can be assigned full hours). There are no seasonal positions reported in this occupation.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST YEAR</u>
NEWSPAPER ADVERTISEMENTS	0
CURRENT EMPLOYEE REFERRALS	0
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER	0
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	0
UNSOLICITED WALK-INS:	0
EDD:	0
Announcements of civil service testing only.	

EMPLOYING INDUSTRIES



U.S. Postal
Service
100%

D.O.T. Codes: 209.687-014, 239.367-018 and 243.367-014
1 firms, representing 448 employees responded to the survey.

Preschool Teachers

OES Number 313021

Preschool teachers instruct preschool pupils in public or private schools in elemental, physical, mental, and developmental skills. Does not include Instructional Aides or workers whose primary function is child care.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	--

COLLEGE BUT NO DEGREE	70%
ASSOCIATE DEGREE	15%
BACHELOR DEGREE	15%

State licensing requires at least 12 units of Early Childhood Development courses. Some employers require more units or units specializing in infant care. Please refer to the California Occupational Guide # 275, (Preschool Teacher) Interest Area 10 for detailed information on training requirements.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Some difficulty

The qualified but inexperienced preschool teachers will face a competitive job market given the employer assessment of supply. However, since a high percentage of recent hires had no experience, opportunities do exist. Experienced preschool teachers are somewhat difficult to find, therefore, competition is considerably reduced. The high training requirements by comparison to the relatively low salaries, and high growth of this occupation continue to make it an occupation with good employment opportunities.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

NOT REQUIRED	45%
3-4 MONTHS	10%
6 MONTHS	25%
12 MONTHS	10%
24 MONTHS	10%

Many employers require experience directly as a pre-school teacher or pre-school aide. Some employers will also accept experience in baby-sitting or any work with children including Sunday school. Most employers at least sometimes substitute training for experience.

PROJECTIONS & TURNOVER

1994 SIZE:	1540, very large
7 YEAR GROWTH	540
7 YEAR GROWTH RATE	35.1%, much faster than average (#s combined with kindergarten teacher)
TURNOVER	20% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for over two thirds of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 6% last year. Most employers indicated that occupational employment would remain stable, but many other employers project growth, for the next three years.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$4.25	\$13.10	\$5.40
New, experienced	\$5.00	\$15.00	\$6.25
3 years with firm	\$5.75	\$16.65	\$8.00

Public school districts pay at the high end of the ranges above. Private day care providers pay at the low end of the ranges.

<u>BENEFITS</u>	<u>% EMPLOYERS W/ BENEFITS</u>	<u>80%</u>
	<u>% FULL-TIME</u>	<u>% PART-TIME</u>
	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>
PAID VACATION	70	0
PAID SICK LEAVE	65	0
RETIREMENT PLANS	25	0
MEDICAL INSURANCE	80	0
DENTAL INSURANCE	35	0
VISION INSURANCE	35	0
LIFE INSURANCE	20	0
CHILD CARE	50	0

A few employers also mentioned personal, birthday, and bereavement time off, paid holidays, free child care time, 403B retirement plan and free tuition. Limitations include limited payment of medical and dental insurance and accident insurance for part-time staff

GENERAL INFORMATION

***SKILLS** needs vary but most employers generally desire: **technical skills** such as knowledge of early childhood development, abilities to apply teaching techniques, to assess cognitive and language skills, motor skills, self and social skills and to write effectively, and classroom management skills; **physical skills** such as the ability to stand for prolonged periods; **personal skills** such as abilities to exercise patience, to work under pressure and to work independently, public contact skills, and possession of a clean police record; and **basic skills** such as abilities to read and follow instructions, and to write legibly.

***EMERGING TECHNOLOGY AND SKILLS** indicated by employers included word processing and database software. Employers also identified counseling, infant development, child directed learning, phonics, special education, health & safety, Highscope curriculum and infant toddler CPR.

***PROMOTIONAL OPPORTUNITIES** available for almost all employees include head teacher, lead teacher, supervisor, assistant director, teacher director, and director.

***OTHER RELEVANT INFORMATION** The survey also indicates that the position is a **traditional occupation for women** with 89% being female; **unionized employees** are at 5%; and **other job titles** include head start teachers I & II, teacher, assistant teachers, shelter care workers and program and developmental assistants.

WORK PATTERNS

Almost all employment opportunities in this occupation are full-time (37-40hr/wk). There are some part-time opportunities (10-35hr/wk) in the county. There are some temporary positions (6-40hr/wk) and no reported seasonal positions.

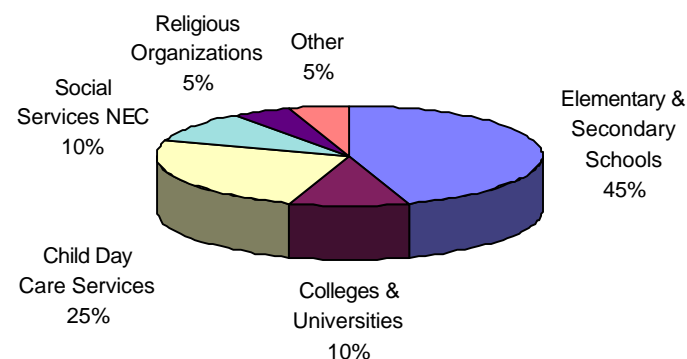
RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST YEAR</u>
NEWSPAPER ADVERTISEMENTS	95
CURRENT EMPLOYEE REFERRALS	100
PRIVATE VOCATIONAL SCHOOLS:	5
IN-HOUSE PROMOTION OR TRANSFER:	50
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	60
UNSOLICITED WALK-INS:	80
EDD:	10

Other methods of recruitment that are used by a few employers include JTPA Service Providers, school friends and school districts.

EMPLOYING INDUSTRIES

Combined with Kindergarten Teachers



D.O.T. Codes: 092.227-018

25 firms, representing 371 employees responded to the survey.

Salespersons - Parts

OES Number 490140

Parts Salespersons sell spare and replaceable parts and equipment from behind a counter in agency, repair shop, or parts store. They determine the make, year, and type of part needed by observing the damaged part or listening to a description of the malfunction. They read a catalogue to find stock number, price, etc., and fill the customer's order from stock. Does not include workers whose primary responsibilities are to receive, store, and issue materials, equipment, and other items from the stockroom.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	--

H.S. OR GED	95%
COLLEGE BUT NO DEGREE	5%

A few employers require four months training in marketing and customer service. Please refer to the California Occupational Guide # 536 (Retail Salesperson), Interest Area 8. This Guide indicates that although specialized knowledge is helpful, generally high school education is the usual education requirement. Specialized training is usually provided with in-house training after hiring.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

6 MONTHS	50%
12 MONTHS	35%
24 MONTHS	15%

Many employers are looking for experience specific to the sale of parts. Some employers are looking for experience in a specific industry such as auto, truck or farm equipment parts. Some employers will also hire people with experience as counter people, warehouse workers, counter sales, sales clerks, stock clerks, drivers, and truck sales persons. Most employers at least sometimes substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED UNEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Some difficulty

The qualified but inexperienced parts salesperson will face a competitive job market given the employer assessment of supply. Experienced parts salesperson are somewhat difficult to find, so experience will improve competitiveness.

PROJECTIONS & TURNOVER

1994 SIZE:	830, large
7 YEAR GROWTH	20
7 YEAR GROWTH RATE	2.4%, slower than average
TURNOVER	10% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for almost three quarters of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just under 3% last year. Most employers indicated that occupational employment would remain stable, but some other employers project growth, for the next three years.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$4.25	\$7.50	\$6.00
New, experienced	\$5.00	\$12.80	\$8.00
3 years with firm	\$7.00	\$16.80	\$12.00

Almost all employers pay salary only. A very few employers pay commission only to experienced sales staff. Vehicle dealers tend to pay on the high side of the ranges stated above.

<u>BENEFITS</u> (% of benefits offered by employers with benefits)	<u>% EMPLOYERS W/ BENEFITS</u> <u>% FULL-TIME EMPLOYEES</u>	<u>95%</u> <u>% PART-TIME EMPLOYEES</u>
PAID VACATION	95	10
PAID SICK LEAVE	70	10
RETIREMENT PLANS	80	5
MEDICAL INSURANCE	100	10
DENTAL INSURANCE	60	0
VISION INSURANCE	55	5
LIFE INSURANCE	80	5
CHILD CARE	0	0

A few employers also offer store discounts, holiday bonuses, project sharing and 401 K retirement. Limitations on benefits include sick leave for part-time employees only after 2 years.

GENERAL INFORMATION

✱ **SKILLS** needs vary depending on the employing type of vehicle sold but most employers generally desire: **technical skills** such as abilities to demonstrate knowledge of specific products, and to apply sales techniques, and cash handling and telephone answering skills; **physical skills** such as the ability to stand continuously for 2 or more hours; **personal skills** such as customer service, listening, and organizational skills; and **basic skills** such as the ability to read and follow written and oral instructions, and oral communication skills.

✱ **EMERGING TECHNOLOGY AND SKILLS** identified by employers include specific database software such as "Real World", "Turbo Mac" and "Triad.". Other new technology mentioned is CD ROM vs. paper catalogues.

✱ **PROMOTIONAL OPPORTUNITIES** available for almost all employees include management, service advisor, tire specialist, supervisor, pricing clerk, outside salesperson, parts technician and unit lead.

✱ **OTHER RELEVANT INFORMATION** The survey also indicates that the position is a **non-traditional occupation** for women with 8% being female; **unionized employees** are at 0%; and **other job titles** include sales-tire specialist, parts salesmen, countermen, sales clerks, counter parts I & II, parts specialists, salespersons, parts counter persons and customer service representatives.

WORK PATTERNS

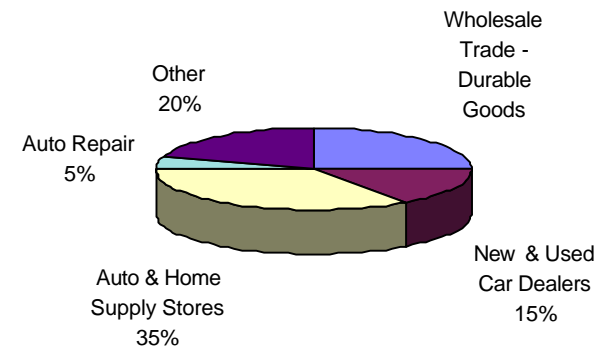
Almost all employment opportunities in this occupation are full-time (40-50hr/wk). There some part-time opportunities (20-35hr/wk) in the county. There are no seasonal or temporary positions reported in this occupation.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST YEAR</u>
NEWSPAPER ADVERTISEMENTS	65
CURRENT EMPLOYEE REFERRALS	65
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER	30
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	15
UNSOLICITED WALK-INS:	65
EDD:	5

Other methods of recruitment that are used by some employers include word of mouth, recruit from competitors, networking, and job fairs.

EMPLOYING INDUSTRIES



D.O.T. Codes: 277.357-050 and 279.357-062
19 firms, representing 154 employees responded to the survey.

Stock Clerks - Stockroom, Warehouse, Storage Yard

OES Number 580230

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

EDUCATION& TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	--

H.S. OR GED	80%
COLLEGE BUT NO DEGREE	15%
ASSOCIATE DEGREE	5%

Most employers do not require education beyond high school, however, some employers want specialized certification in a product area such as electronic technician certification for a stock clerk in an electronics company. California Occupational Guide # 74 (Stock Clerks) , Interest Area 5D indicates that computer training is being increasingly required. Computer skills is still looked on as a future requirement in Fresno (see General Information on the next page).

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE(LAST 12 MONTHS):
---	---

NOT REQUIRED	40%
6 MONTHS	55%
12 MONTHS	5%

Many employers are looking for experience specifically as a stock clerk, stock handler, warehouse worker or shipping. Some employer are looking for experience in the specialization of the company such as electrical, electronics, groceries or automotive. Some employers will also accept general retail or sales experience. Most employers at least sometimes substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED UNEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Some difficulty

The qualified but inexperienced stock clerks will face a competitive job market given the employer assessment of supply but the education and experience requirements are still low enough to indicate some remaining opportunities. Experienced stock clerks are somewhat difficult to find, so experience will improve competitiveness.

PROJECTIONS& TURNOVER

1994 SIZE:	1590, very large
7 YEAR GROWTH	20
7 YEAR GROWTH RATE	1.3%, slower than average
TURNOVER	10% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for almost one half of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 8% last year. Most employers indicated that occupational employment would remain stable, but some other employers project growth, for the next three years.

COMPENSATION

	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
<u>WAGES</u>	<u>NON/UNION</u>	<u>NON/UNION</u>	<u>NON/UNION</u>
New, no experience	\$4.25/5.50	\$9.00/6.30	\$5.00/5.90
New, experienced	\$4.50/7.00	\$9.40/12.35	\$6.00/9.70
3 years with firm	\$5.50/10.00	\$15.00/15.55	\$8.00/12.75

Unionized employees are generally paid higher as inexperienced and experienced new to firm, but the differences are considerable reduced after 3 years with the firm.

Grocery stores pay in the higher ranges above for both union and non-union employees.

<u>BENEFITS</u>	<u>% EMPLOYERS W/ BENEFITS</u>	<u>90%</u>
(% of benefits offered by employers with benefits)	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	80	10
PAID SICK LEAVE	65	10
RETIREMENT PLANS	55	10
MEDICAL INSURANCE	95	10
DENTAL INSURANCE	70	10
VISION INSURANCE	45	10
LIFE INSURANCE	55	10
CHILD CARE	15	5

A few employers also mentioned employee of month day off, 401 C. Part-time employees could receive birthdays off and discounts on child care. Limitations for benefits include availability only after a period of employment.

GENERAL INFORMATION

• **SKILLS** needs vary depending on the employing industry but most industries generally desire: **technical skills** such as abilities to stock shelves, to accurately record and report information, and to synthesize information; **physical skills** such as abilities to stand for prolonged periods and to lift at least 50 lbs. repeatedly; **personal skills** such as abilities to interact well with others, to work under pressure, to make decisions and to work independently, willingness to work nights, weekends, and holidays, and creativity; and **basic skills** such as the ability to read and follow written and oral instructions, and oral communication and basic math skills.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned by employers include computer literacy, computerized inventory, data entry, 10 key operation, radio frequency systems, electronic skills, automotive terms and parts, scanner-UPS codes.

• **PROMOTIONAL OPPORTUNITIES** available for almost all employees include counter person, cashier, key carrier, puller, receiver, warehouse specialist II, team leader, head of stock, assistant parts distributor and manager.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that **unionized employees** are at 40%; and **other job titles** include stock pool associates, warehousemen, stockers, grocery stock clerks, warehouse persons, stock replenish associates, stockers, sales clerks, stock people, automotive workers, partspullers, receiving clerks and automotive worker.

WORK PATTERNS

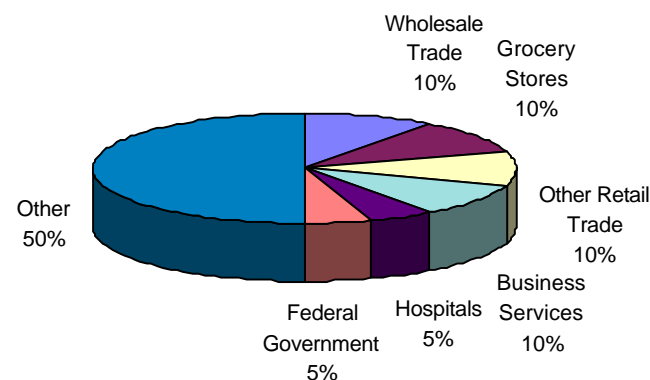
Most employment opportunities in this occupation are full-time (35-40hr/wk). There are some part-time opportunities (15-28hr/wk) in the county. There are very few seasonal or temporary positions reported in this occupation.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST YEAR</u>
NEWSPAPER ADVERTISEMENTS	55
CURRENT EMPLOYEE REFERRALS	45
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER	30
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	5
UNSOLICITED WALK-INS:	75
EDD:	5

Other methods of recruitment that are used by a few employers include temporary services, job fairs, service agencies for the handicapped and sign in the window.

EMPLOYING INDUSTRIES



D.O.T. Codes: 219.367-018, 219.387-xxx, 221.587-xxx, 222.167-010, 222.367-xxx, 222.387-xxx, 222.487-010, 222.587-xxx, 222.487-010, 222.587-xxx, 222.684-010, 222.687-xxx, 229.367-014, 229.587-014, 249.367-058, 339.687-010, 381.687-010 and 969.367-010
23 firms, representing 247 employees responded to the survey.

Systems Analysts - Electronic Data Processing

OES Number 251020

Systems Analysts, Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Does not include persons working primarily as engineers, mathematicians, programmers, or scientists.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	--

BACHELOR DEGREE

100%

Most employers are looking for people with specific college courses or additional training in various computer languages such as UNIX, Novell and DOS and/or degrees specific to computer science or information systems. They are generally looking for one to two years of training specific to computer science or data processing. Some employers are looking for people with word processing and data base training in Microsoft products or Oracle. Some employers will accept people with math or accounting education.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

12 MONTHS

70%

24 MONTHS

5%

30 MONTHS

20%

60 MONTHS

5%

Many employers are looking for experience specific as a system analyst. Some employers are also looking programming, MIS, or system information experience. Some employers are looking for experience specific to a particular network or software system such as AS 400, Novel or health care related systems. Most employers at least sometimes substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED UNEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Some difficulty

It is very difficult to get the job of systems analyst without experience given the experience levels of recent hires. However, those with training and experience in this occupation will have good opportunities for employment.

PROJECTIONS & TURNOVER

1994 Size:	360, medium
7 YEAR GROWTH	160
7 YEAR GROWTH RATE	44.4%, much faster than average

TURNOVER	10% annually
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TURNOVER: Employer hiring to fill opening from turnover accounted for one third of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just under 11% last year. Most employers indicated that occupational employment would remain stable, but some other employers project growth, for the next three years.

COMPENSATION

	<u>LOW</u> <u>NON/UNION</u>	<u>HIGH</u> <u>NON/UNION</u>	<u>MEDIAN</u> <u>NON/UNION</u>
WAGES			
New, no experience	\$6.00/13.00	\$25.00/20.70	\$9.20/16.80
New, experienced	\$8.15/13.50	\$35.00/22.30	\$12.35/19.25
3 years with firm	\$11.50/18.40	\$55.00/25.90	\$17.00/24.35

Unionized employees are generally paid considerably better than non-unionized employees. Hospitals, higher education and health care organizations are also generally at the higher rates. Local government is more midrange.

BENEFITS	% EMPLOYERS W/ BENEFITS	100%
(% of benefits offered by employers with benefits)	% FULL-TIME EMPLOYEES	% PART-TIME EMPLOYEES
PAID VACATION	95	0
PAID SICK LEAVE	85	0
RETIREMENT PLANS	45	0
MEDICAL INSURANCE	100	0
DENTAL INSURANCE	95	0
VISION INSURANCE	95	0
LIFE INSURANCE	75	0
CHILD CARE	5	0
EMPLOYERS W/ NO BENEFITS	0%	

A few employers also mentioned 401 K & 403B retirement, disability insurance and an education incentive. Limitations include payment of only a portion of the benefits for a few employees.

GENERAL INFORMATION

• **SKILLS** needs vary depending on the employing industry but most industries generally desire: **technical skills** such as problem solving, abilities to plan and organize the work of others, to write, edit, and debug computer programs, to use Microsoft C++ programming language, to set-up and maintain multi-user systems, to write effectively and to interpret data, and understanding of local area networks (LAN); **physical skills** such as ability to sit continuously for 2 or more hours; **personal skills** such as interpersonal and customer service skills, and abilities to make decisions and to work independently; and **basic skills** such as abilities to read and follow instructions and to write legibly, and oral communication skills.

• **EMERGING TECHNOLOGY AND SKILLS** identified by employers include word processing, database, spreadsheet, and specific computer programming language and applications for UNIX, HTML, COBOL, Oracle, DOS, Novel, NT, Microsoft, Pascal, Windows, LAN, AS 400, accounting systems and Microsoft products. A few employers mention new hardware, information systems, Internet advances, clinical software and computer accessories.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include senior analyst and other grades of analyst, LAN administrator, associate systems analyst, system coordinator, administrator and manager.

• **OTHER RELEVANT INFORMATION:** The survey also indicates that the position is a **non-traditional occupation** for women with 15% female; **unionized employees** are at 50%; and **other job titles** include LAN administrator, information specialist, systems support analysts, information systems analysts, assistant systems analysts, data processor analysts, information systems representatives, network analysts and office systems analysts.

D.O.T. Codes: 030.162-014, 030.162-022, 030.167-014, 033.262-010 and 109.067-010

21 firms, representing 103 employees responded to the survey.

WORK PATTERNS

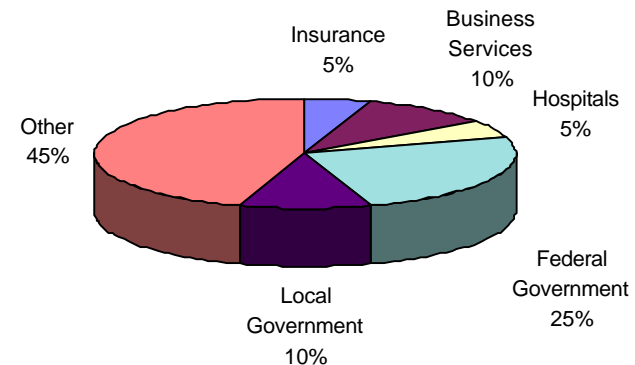
All employment opportunities in this occupation are full-time (40-45hr/wk) in the county. There are no part-time, seasonal or temporary positions reported in this occupation.

RECRUITMENT

METHOD	% OF ALL POSITIONS FILLED LAST YEAR
NEWSPAPER ADVERTISEMENTS	50
CURRENT EMPLOYEE REFERRALS	95
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER	60
PRIVATE EMPLOYMENT AGENCIES	25
PUBLIC SCHOOLS AND TRAINING PROGRAMS	65
UNSOLICITED WALK-INS:	20
EDD:	0

Other methods of recruitment that are used by some employers include Career Development Center, employer hot lines, in-house postings, Internet & State bulletins.

EMPLOYING INDUSTRIES



Teachers And Instructors - Vocational Education And Training

OES Number 313140

Vocational Education Teachers and Instructors teach or instruct vocational and/or occupational subjects at the post-secondary level (but at less than the baccalaureate) to students who have graduated or left high school. They teach subjects such as business, secretarial science, data processing, trades, or practical nursing. Includes correspondence school instructors; industrial, commercial or government training instructors; and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. They may teach in public or private schools or in schools associated with organizations whose primary business is other than education.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
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H.S. OR GED	15%
COLLEGE BUT NO DEGREE	10%
ASSOCIATE DEGREE	10%
BACHELOR DEGREE	65%

These teachers provide training in a wide range of occupations. The specific requirements relate to vocations for which training is being provided. However, the state require a minimum of three years of related experience or training for private school certificates and five years for public schools. California Occupational Guide # 404 (Teachers, Trade & Technical), Interest Area 11 provides a detailed description of credential requirements and procedures. Some private school employers also require up to 5 years of experience in the area of expertise.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

12 MONTHS	35%
24 MONTHS	35%
36 MONTHS	10%
60 MONTHS	20%

Employers are looking for experience in teaching or in the field being taught. For instance, a cosmetology instructor could have experience in teaching cosmetology and experience as a cosmetologist. State law sets requirements on the minimum combination of experience and training but some employers exceed that requirement. Most employers never substitute training for experience, but many others do substitute.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Some difficulty

The vocational teacher must have a combination of training and experience in the field being taught. The qualified but inexperienced vocational teacher will face a competitive job market given the employer assessment of supply and experience levels of recent hires. Experienced vocational teachers are somewhat difficult to find and therefore competition will be less than competition for the inexperienced teachers.

PROJECTIONS & TURNOVER

1994 SIZE:	820, large
7 YEAR GROWTH	260
7 YEAR GROWTH RATE	31.7%, much faster than average

TURNOVER	10% annually
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TURNOVER: Employer hiring to fill openings from turnover accounted for one half of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just under 8% last year. Many employers indicated that occupational employment would remain stable, but many other employers project growth, for the next three years.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$5.50	\$16.60	\$14.50
New, experienced	\$5.20	\$20.50	\$10.00
3 years with firm	\$7.00	\$30.00	\$16.00

Unified school districts and community colleges pay at the higher end of the above ranges. Private vocational schools pay the full range of salaries. A very few employers pay a commission in addition to salary.

<u>BENEFITS</u>	<u>% EMPLOYERS W BENEFITS</u>		<u>80%</u>
(% of benefits offered by employers with benefits)	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>	
PAID VACATION	75	10	
PAID SICK LEAVE	85	10	
RETIREMENT PLANS	60	15	
MEDICAL INSURANCE	75	10	
DENTAL INSURANCE	60	10	
VISION INSURANCE	35	0	
LIFE INSURANCE	60	0	
CHILD CARE	10	0	

A few employers only provide benefits to part-time teachers after the first year.

GENERAL INFORMATION

• **SKILLS** needs vary depending on the course taught but most employers generally desire: **technical skills** such as abilities to give oral instructions, to use operating manuals, to conduct training programs, to apply teaching techniques, and to teach multi-cultural students, and problem solving and classroom management skills; **physical skills** such as good physical condition and the ability to stand continuously for 2 or more hours, and; **personal skills** such as interpersonal, public contact and customer service skills, tactfulness, the ability to maintain classroom discipline and understanding of a variety of cultures; and **basic skills** such as the ability to read and follow instructions and oral communication skills.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned by employers include word processing, spreadsheet, database and desktop publishing software. They identified DOS, windows, WordPerfect, Excel, Word, Internet, LAN, and accounting software depending on their specialty. They also mentioned communication skills and skills specific to the vocational training such as cosmetology, automotive and electronics.

• **PROMOTIONAL OPPORTUNITIES** available for almost all employees include lead instructor, supervising instructor, recruiter, department head, division chair, director of a department and administrator.

• **OTHER RELEVANT INFORMATION** : The survey also indicates that **unionized employees** are at 5%; and **other job titles** include instructor, vocational instructors and cosmetologist instructor.

WORK PATTERNS

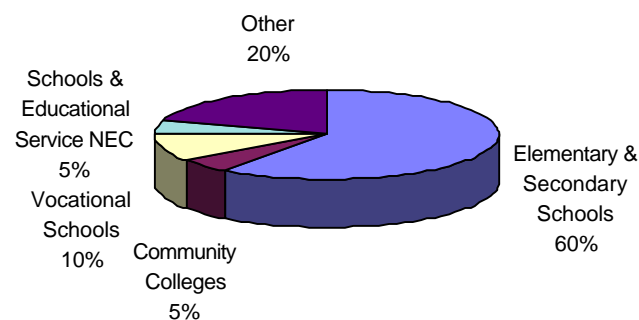
Many employment opportunities in this occupation are full-time (22-40hr/wk) and part-time(5-40hr/wk) in the county. There are also some temporary/on call (4-22hr/wk). No seasonal positions were reported. Employer definitions of part-time and full-time are variable in this teaching occupation.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST YEAR</u>
NEWSPAPER ADVERTISEMENTS	85
CURRENT EMPLOYEE REFERRALS	65
PRIVATE VOCATIONAL SCHOOLS:	45
IN-HOUSE PROMOTION OR TRANSFER	60
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	60
UNSOLICITED WALK-INS:	10
EDD:	10

Other methods of recruitment that are used by a few employers include word of mouth, networking, sent by businesses, and job notice at office.

EMPLOYING INDUSTRIES



D.O.T. Codes: 075.127-010, 090.222-010, 097.221-010, 099.227-xxx, 166.221-010, 166.227-010, 235.222-010, 239.227-010, 375.227-010, 522.264-010, 621.221-010, 638.222-010, 689.324-010, 715.221-010, 740.221-010, 788.222-010, 789.222-010, 919.223-010 and 955.222-010

15 firms, representing 229 employees responded to the survey.

Teachers - Elementary School

OES Number 313050

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include special education teachers who teach only handicapped pupils.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	--

BACHELOR DEGREE	55%
GRADUATE STUDY	45%

Almost all employers report requiring a teaching credential, some also require passing the CBEST. It generally takes one year after a Bachelors Degree to complete training in preparation for a teaching credential. Some employers require a multi-subject credential. Please refer to the California Occupational Guide # 10 (Teachers, Elementary School) Interest Area 11 for a detailed description of credential requirements and procedures.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

NOT REQUIRED	30%
4 MONTHS	25%
12 MONTHS	40%
24-36 MONTHS	5%

Many employers are looking for previous experience as teachers. Most employers at least sometimes substitute teacher training or internship for experience. Some employers specifically do not substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Little difficulty

The qualified but inexperienced elementary school teacher will face a competitive job market given the employer assessment of supply, however, the low level of experience of recent hires implies plentiful opportunities even for the inexperienced. Experienced elementary school teachers are not more difficult to find than inexperienced, so although opportunities are plentiful, competition remains high.

PROJECTIONS & TURNOVER

1994 SIZE:	4,330, very large
7 YEAR GROWTH	1530
7 YEAR GROWTH RATE	35.3%, much faster than average
TURNOVER	5% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for one third of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just under 6% last year. Most employers indicated that occupational employment would grow, but some other employers expect the occupation to remain stable, for the next three years.

COMPENSATION

	<u>LOW</u> <u>NON/UNION</u>	<u>HIGH</u> <u>NON/UNION</u>	<u>MEDIAN</u> <u>NON/UNION</u>
WAGES			
New, no experience	\$6.00/11.55	\$13.75/16.35	\$11.40/13.10
New, experienced	\$6.00/12.55	\$14.20/16.65	\$10.40/13.95
3 years with firm	\$8.00/14.00	\$15.60/17.10	\$13.05/15.15

Public School districts are generally unionized and pay at the higher end of the above ranges. Private schools are generally not unionized and pay at the lower ranges.

BENEFITS	% EMPLOYERS W BENEFITS	90%
(% of benefits offered by employers with benefits)	% FULL-TIME EMPLOYEES	% PART-TIME EMPLOYEES
PAID VACATION	35	20
PAID SICK LEAVE	95	20
RETIREMENT PLANS	80	30
MEDICAL INSURANCE	100	15
DENTAL INSURANCE	100	15
VISION INSURANCE	95	15
LIFE INSURANCE	50	5
CHILD CARE	5	0

A few employers also mentioned tuition discounts for full-time and paid holidays for part-time teachers.

GENERAL INFORMATION

✳️**SKILLS** needs vary but most employers generally desire: **technical skills** such as classroom management, problem solving, supervisory, and audiovisual teaching skills, and the ability to write effectively; **personal skills** such as Possession of a clean police record, abilities to exercise patience, to work independently and to work under pressure, understanding of a variety of cultures and possession of a clean police record,; and **basic skills** such as the ability to read and follow instructions.

✳️**EMERGING TECHNOLOGY AND SKILLS** identified by employers include word processing, spreadsheet, database and desktop publishing software. Also mentioned were bilingual abilities, graphics, phonetics, people skills and educational technology.

✳️**PROMOTIONAL OPPORTUNITIES** available to almost all employees include resource teacher, resource specialist, coordinator, mentor, staff development, and administration and counselor (with additional credentials).

✳️**OTHER RELEVANT INFORMATION** The survey also indicates that the position is a **traditional occupation for women** with 76% being female; **unionized employees** are at 100%; and **other job titles** include classroom teacher, reading therapist, teachers, resource teachers, and intermediate school teachers.

WORK PATTERNS

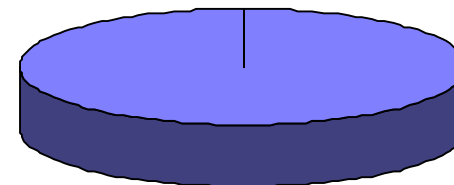
Almost all employment opportunities in this occupation are full-time (35-45hr/wk). There are a few part-time (10-20hr/wk) and on-call (7-35hr/wk) opportunities in the county. There are no seasonal positions reported in this occupation.

RECRUITMENT

METHOD	% OF ALL POSITIONS FILLED LAST YEAR
NEWSPAPER ADVERTISEMENTS	40
CURRENT EMPLOYEE REFERRALS	75
PRIVATE VOCATIONAL SCHOOLS:	70
IN-HOUSE PROMOTION OR TRANSFER:	90
PRIVATE EMPLOYMENT AGENCIES	15
PUBLIC SCHOOLS AND TRAINING PROGRAMS	85
UNSOLICITED WALK-INS:	65
EDD:	35

Other methods of recruitment that are used by a few employers include internship programs at CSU Fresno and job fairs.

EMPLOYING INDUSTRIES



Elementary
Schools
100%

D.O.T. Codes: 092.227-010 and 099.224-010
16 firms, representing 3390 employees responded to the survey.

Teachers - Secondary School

OES Number 313080

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Please include vocational high school teachers. Does not include special education teachers who teach only students with disabilities.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	--

BACHELOR DEGREE	55%
GRADUATE STUDIES	45%

All employers report requiring a teaching credential, some also require passing the CBEST. It generally takes one year after a Bachelors Degree to complete training in preparation for a teaching credential. Please refer to the California Occupational Guide # 57 (Teachers, Secondary School) Interest Area 11 for a detailed description of credential requirements and procedures.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

NOT REQUIRED	40%
5-8 MONTHS	15%
10-12 MONTHS	45%

Most employers who are requiring experience want teaching experience. Some will accept student teaching or internships as experience. Most employers at least sometimes substitute training for experience, although many will not substitute.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Little difficulty

The qualified but inexperienced secondary school teacher will face a competitive job market given the employer assessment of supply, however, the low level of experience of recent hires implies plentiful opportunities even for the inexperienced. Experienced secondary school teachers are not more difficult to find than inexperienced, so although opportunities are plentiful, competition remains high.

PROJECTIONS & TURNOVER

1994 SIZE:	3,500, very large
7 YEAR GROWTH	880
7 YEAR GROWTH RATE	25.1%, much faster than average
TURNOVER	5% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for one half of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just under 3% last year. Employers were split evenly between those projecting growth and those projecting stability in occupational employment for the next three years. Only some employers projected a decline of opportunities in the occupation over the next three years.

COMPENSATION

	<u>LOW</u> <u>NON/UNION</u>	<u>HIGH</u> <u>NON/UNION</u>	<u>MEDIAN</u> <u>NON/UNION</u>
WAGES			
New, no experience	\$11.50/12.00	\$14.55/16.85	\$12.10/13.70
New, experienced	\$12.00/13.05	\$14.80/19.20	\$13.60/15.05
3 years with firm	\$12.45/14.00	\$20.80/21.90	\$15.95/16.05

Unionized employees of school districts are paid slightly more than non-unionized. Religious schools pay in the lower end of the range above.

BENEFITS	% EMPLOYERS W BENEFITS	100%
(% of benefits offered by employers with benefits)	<u>% FULL-TIME</u> <u>EMPLOYEES</u>	<u>% PART-TIME</u> <u>EMPLOYEES</u>
PAID VACATION	35	15
PAID SICK LEAVE	95	15
RETIREMENT PLANS	90	20
MEDICAL INSURANCE	100	15
DENTAL INSURANCE	100	15
VISION INSURANCE	95	10
LIFE INSURANCE	55	10
CHILD CARE	0	0

A few employers also provide insurance for prescription. Limitations include benefits only to teachers working over a certain hours per week such as one-half time or more.

GENERAL INFORMATION

✳️**SKILLS** needs vary but most employers generally desire: **technical skills** such as possession of a designated subjects teaching credential, abilities to apply teaching techniques and to write effectively, and problem solving, classroom management and supervisory skills; **physical skills** such as the ability to pass a pre-employment medical examination; **personal skills** such as abilities to exercise patience, to work independently and to work under pressure, possession of a clean police record, public contact skills and understanding of a variety of cultures; and **basic skills** such as oral communication and basic math skills, and the ability to read and follow instructions and to write legibly.

✳️**EMERGING TECHNOLOGY AND SKILLS** mentioned by employers includes word processing, spreadsheet, database and desktop publishing software and skills. Employers also identified bilingual abilities, educational technology, Internet knowledge and team and people skills.

✳️**PROMOTIONAL OPPORTUNITIES** available for almost all employees include administrative positions, resource teacher and learning director. Administrators and counselors require additional credentials .

✳️**OTHER RELEVANT INFORMATION** The survey also indicates that **unionized employees** are at 80%; and **other job titles** include teacher instructors, resource teachers, high school teachers, instructors and resource specialists.

D.O.T. Codes: 091.221-010, 091.227-010, 099.224-010 and 099.227-022
18 firms, representing 2129 employees responded to the survey.

WORK PATTERNS

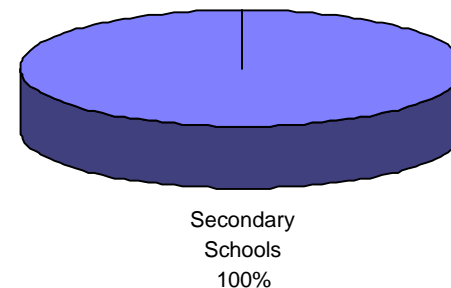
Almost all employment opportunities in this occupation are full-time (35-45hr/wk). There are a few part-time (10-24hr/wk) and very few on call (18-35hr/wk) opportunities in the county. There are no seasonal positions reported in this occupation.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST YEAR</u>
NEWSPAPER ADVERTISEMENTS	75
CURRENT EMPLOYEE REFERRALS	45
PRIVATE VOCATIONAL SCHOOLS:	70
IN-HOUSE PROMOTION OR TRANSFER	40
PRIVATE EMPLOYMENT AGENCIES	10
PUBLIC SCHOOLS AND TRAINING PROGRAMS	90
UNSOLICITED WALK-INS:	65
EDD:	20

Other methods of recruitment that are used by a few employers include word of mouth, and job fairs.

EMPLOYING INDUSTRIES



Traffic, Shipping, And Receiving Clerks

OES Number 580280

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking.

EDUCATION& TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	--

H.S. OR GED	55%
COLLEGE BUT NO DEGREE	45%

Some employers are looking for a forklift driving certificate. Please see California Occupational Guide # 63 (Shipping & Receiving Clerks) , Interest Area 5-D for additional information on training preferences for this occupation state-wide.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Little difficulty

Qualified but inexperienced and experienced traffic, shipping and receiving clerk will face a competitive job market given the employer assessment of supply, however, the low level of experience of recent hires implies opportunities for both the experienced and the inexperienced.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

NOT REQUIRED	20%
2-3 MONTHS	20%
6 MONTHS	50%
12 MONTHS	10%

Most employers looking for experience are looking for experience in shipping, receiving, inventory control and/or warehouse person. Some employers are looking for experience in a particular industry such as grocery stores. Fork lift and general retail experience were also required by some employers. Most employers at least sometimes substitute training for experience.

PROJECTIONS& TURNOVER

1994 SIZE:	1,770, very large
7 YEAR GROWTH	50
7 YEAR GROWTH RATE	2.8%, slower than average
TURNOVER	15% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for almost two thirds of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 3% last year. Most employers indicated that occupational employment would remain stable, but some other employers projected growth, for the next three years.

COMPENSATION

	<u>Low</u>	<u>HIGH</u>	<u>MEDIAN</u>
<u>WAGES</u>	<u>NON/UNION</u>	<u>NON/UNION</u>	<u>NON/UNION</u>
New, no experience	\$4.25/6.30	\$10.00/6.30	\$5.30/6.30
New, experienced	\$5.00/12.45	\$13.00/12.45	\$6.15/12.45
3 years with firm	\$6.00/15.55	\$15.00/15.55	\$8.50/15.55

Unionized grocery stores pay at the high end of the above ranges. Major retail stores pay in the higher end of the non-union range above.

<u>BENEFITS</u>	<u>% EMPLOYERS W BENEFITS</u>		<u>95%</u>
(% of benefits offered by employers with benefits)	<u>% FULL-TIME</u>	<u>% PART-TIME</u>	
	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	
PAID VACATION	95	15	
PAID SICK LEAVE	70	15	
RETIREMENT PLANS	80	5	
MEDICAL INSURANCE	100	5	
DENTAL INSURANCE	70	5	
VISION INSURANCE	50	5	
LIFE INSURANCE	80	5	
CHILD CARE	5	0	

A few employers also mention 401 k retirement and prescription as part of medical benefits.

GENERAL INFORMATION

✱**SKILLS** needs vary depending on the employing industry but most industries generally desire: **technical skills** such as record keeping skills; **physical skills** such as ability to stand continuously for 2 or more hours; **personal skills** such as the abilities to interact well with others, to work independently, and to work under pressure; and **basic skills** such as the ability to follow written and oral instructions, and oral communication skills.

✱**EMERGING TECHNOLOGY AND SKILLS** identified by employers include data entry using database computer software. A few employers also mentioned customer relations, communications (verbal and written), bilingual abilities and general computer skills.

✱**PROMOTIONAL OPPORTUNITIES** available for almost all employees include sales clerk, parts counter person, customer service representative, supervisor, fork lift driver, key carrier and various management positions.

✱**OTHER RELEVANT INFORMATION** The survey also indicates that **unionized employees** are at 40%; and **other job titles** include shipping and receiving clerk, warehouse person-receiving, porter, grocery receiving clerk, warehouse clerks and receiver.

D.O.T. Codes: 209.367-042, 214.587-014, 219.367-xxx, 221.367-022, 221.687-014, 222.367-066, 222.387-xxx, 222.485-010, 222.267-xxx, 222.587-xxx, 222.687-xxx, 248.362-010, 248.367-xxx, 919.687-010 and 976.687-018
15 firms, representing 100 employees responded to the survey.

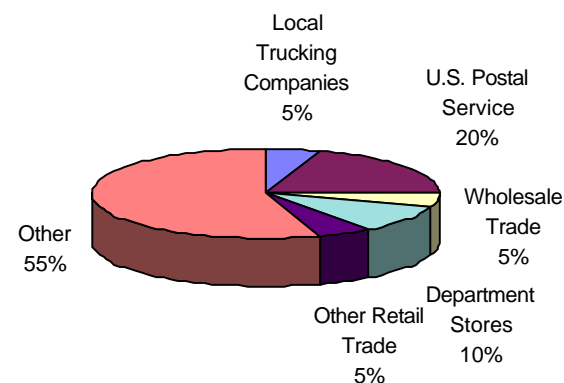
WORK PATTERNS

Most employment opportunities in this occupation are full-time (35-50hr/wk). There are some part-time opportunities (16-29hr/wk) in the county. There are only a few seasonal (50hr/wk) and no temporary positions reported in this occupation.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST YEAR</u>
NEWSPAPER ADVERTISEMENTS	50
CURRENT EMPLOYEE REFERRALS	55
PRIVATE VOCATIONAL SCHOOLS:	5
IN-HOUSE PROMOTION OR TRANSFER	25
PRIVATE EMPLOYMENT AGENCIES	25
PUBLIC SCHOOLS AND TRAINING PROGRAMS	25
UNSOLICITED WALK-INS:	0
EDD:	25

EMPLOYING INDUSTRIES



Truck Drivers - Heavy Or Tractor Trailer

OES Number 971020

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

EDUCATION& TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	--

H.S. OR GED	95%
COLLEGE BUT NO DEGREE	5%

In California one must have a Class A Drivers License to drive heavy trucks. Please see California Occupational Guide # 255 (Truck Drivers, Heavy), Interest Area 5C and the Department of Motor Vehicles for information concerning the requirements for a Class A license. Some employers also require 2 months of truck driving school.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE(LAST 12 MONTHS):
---	---

6 MONTHS	5%
12 MONTHS	20%
16 MONTHS	5%
24 MONTHS	60%
36 MONTHS	10%

Most employers require experience as a truck driver. Some employers accept experience as heavy equipment operator. Experience with the material being trucked is occasionally required. Most employers at least sometimes substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Some difficulty

The qualified but inexperienced heavy truck driver will have a difficult time finding a job given the employer assessment of supply and experience levels of recent hires. Experienced heavy truck drivers are somewhat difficult to find, therefore, the job market will be somewhat less competitive for the experienced truck driver.

PROJECTIONS& TURNOVER

1994 SIZE:	3,270, very large
7 YEAR GROWTH	380
7 YEAR GROWTH RATE	11.6%, average
TURNOVER	15% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for almost one half of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 13% last year. Most employers indicated that occupational employment would grow, but many other employers projected stability, for the next three years.

COMPENSATION

	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
<u>WAGES</u>	<u>NON/UNION</u>	<u>NON/UNION</u>	<u>NON/UNION</u>
New, no experience	\$4.70/7.00	\$11.40/14.65	\$7.00/11.80
New, experienced	\$6.65/7.00	\$14.40/16.05	\$8.65/12.80
3 years with firm	\$8.75/11.25	\$16.00/17.60	\$10.75/12.80

Unionized employers, including state government, are generally pay higher than non-union employees.

<u>BENEFITS</u>	<u>% EMPLOYERS W BENEFITS</u>	<u>85%</u>
(% of benefits offered by employers with benefits)	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	85	0
PAID SICK LEAVE	55	0
RETIREMENT PLANS	65	0
MEDICAL INSURANCE	100	0
DENTAL INSURANCE	40	0
VISION INSURANCE	60	0
LIFE INSURANCE	45	0
CHILD CARE	0	0

A few government employers have PERS retirement plans.

GENERAL INFORMATION

✱ **SKILLS** needs vary depending on the employing industry but most industries generally desire: **technical skills** such as possession of a valid Class A driver's license, map reading skills, abilities to synthesize information and to meet ICC requirements; **physical skills** such as the ability to pass a pre-employment medical examination; **personal skills** such as possession of a good DMV driving record, the ability to work independently, willingness to work on-call, and interpersonal skills, ; and **basic skills** such as abilities to read and follow instructions and to write legibly, and oral communication skills.

✱ **EMERGING TECHNOLOGY AND SKILLS** include computer skills such as inventory data entry, keyboard radio frequency system and general computer skills. New laws were also mentioned as an emerging issue.

✱ **PROMOTIONAL OPPORTUNITIES** available for many employees include supervisor, dispatcher, lead worker, operations manager and shop superintendent.

✱ **OTHER RELEVANT INFORMATION** The survey also indicates that the position is a **non-traditional occupation** for women with 1% female; **unionized employees** are at 25%; and **other job titles** include freight delivery drivers, loaders and line drivers.

D.O.T. Codes: 900.683-010, 902.683-010, 903.683-xxx, 904.383-010, 904.683-010, 905.483-010, 905.663-xxx, 905.683-010, 909.663-010, 919.663-xxx, 953.583-010
18 firms, representing 376 employees responded to the survey.

WORK PATTERNS

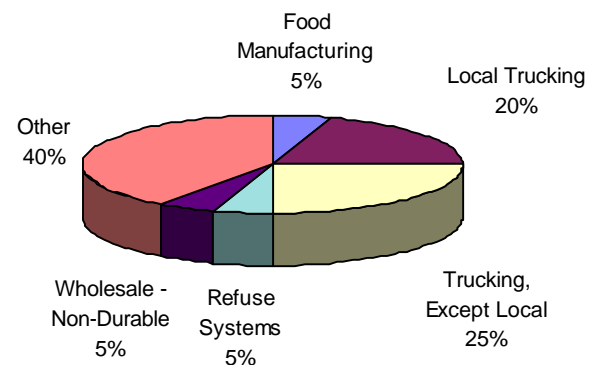
Almost all employment opportunities in this occupation are full-time (40-80hr/wk). There are a few part-time (10-40hr/wk), seasonal (50hr/wk) and temporary (8-10hr/wk) opportunities reported in the county.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST YEAR</u>
NEWSPAPER ADVERTISEMENTS	90
CURRENT EMPLOYEE REFERRALS	85
PRIVATE VOCATIONAL SCHOOLS:	5
IN-HOUSE PROMOTION OR TRANSFER	50
PRIVATE EMPLOYMENT AGENCIES	60
PUBLIC SCHOOLS AND TRAINING PROGRAMS	10
UNSOLICITED WALK-INS:	70
EDD:	10

Other methods of recruitment that are used state employers include state bulletins.

EMPLOYING INDUSTRIES



Vehicle Salespersons - Retail

OES Number 490111

Retail Vehicle Salespersons sell new and used automobiles, trailers, mobile homes, motor homes, boats, motorcycles and other vehicles to the public. They explain the features and demonstrate the operation of the vehicle in the showroom or on the road, and suggest optional equipment. They may compute the sales price, including tax, trade-in allowance, license fee, and discount, and requirements for financing payment of the vehicle on credit. Does not include workers who primarily sell vehicle parts and accessories.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	--

H.S. OR GED	50%
COLLEGE BUT NO DEGREE	50%

Some employers require a salespersons license from the Department of Motor Vehicles. In the airline industry some employers require a pilot's license or at least pilot's training. Some employers require a certificate from a one-week seminar. Please see California Occupational Guide # 536 (Retail Salesperson), Interest Area 8 for some general information on sales training.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Some difficulty

The qualified but inexperienced vehicle salesperson will face a competitive job market given the employer assessment of supply, but the education and experience requirements are still low enough to indicate some remaining opportunities. Experienced vehicle salespersons are somewhat difficult to find, therefore, the job market will be somewhat less competitive for the experienced vehicle salesperson.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

NOT REQUIRED	35%
6 MONTHS	50%
12-60 MONTHS	15%

Most employers require experience in directly in sales. Some employers also require that the sales experience be in vehicle sales. Occasionally employers require bilingual abilities. Most employers at least sometimes substitute training for experience.

PROJECTIONS & TURNOVER

1994 SIZE:	590, medium
7 YEAR GROWTH	20
7 YEAR GROWTH RATE	3.4%, slower than average

TURNOVER	50% annually
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TURNOVER: Employer hiring to fill openings from turnover accounted for three quarters of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 5% last year. Employers were split evenly between those projecting growth and those projecting stability of for occupational employment for the next three years. Only a few employers projected a decline in occupational growth.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$4.25	\$18.50	\$13.40
New, experienced	\$5.10	\$28.15	\$17.25
3 years with firm	\$5.75	\$63.30	\$25.95

Most vehicle dealers pay minimum wage plus commission. Commission usually makes up the vast majority of the pay for experienced salespeople. Only beginning people start with the minimum pay. Employers selling vehicle other than cars tend receive pay at the higher end of the above range.

<u>BENEFITS</u>	<u>% EMPLOYERS W/ BENEFITS</u>	<u>75%</u>
(% of benefits offered by employers with benefits)	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	90	0
PAID SICK LEAVE	25	0
RETIREMENT PLANS	40	0
MEDICAL INSURANCE	95	0
DENTAL INSURANCE	80	0
VISION INSURANCE	60	0
LIFE INSURANCE	80	0
CHILD CARE	0	0

A few employers also provide profit sharing, company vehicle, paid holidays and 401 K retirement. A few employers limit their percentage of the insurance package.

GENERAL INFORMATION

• **SKILLS** needs vary depending on the employing industry but most industries generally desire: **technical skills** such as; **physical skills** such as ; **personal skills** such as ; and **basic skills** such as .

• **EMERGING TECHNOLOGY AND SKILLS** identified by employers include computer literacy, database software and the Internet. Other emerging skills include finance, bilingual abilities, new product knowledge, vehicle knowledge and improved customer relations.

• **PROMOTIONAL OPPORTUNITIES** available for almost all employees include finance manager, sales manager, team leader and assistant manager.

• **OTHER RELEVANT INFORMATION** The survey also indicates that the position is a **non-traditional occupation** for women with 5% female; **unionized employees** are at 0%; and **other job titles** include salespersons, automotive salespersons and sales consultants.

WORK PATTERNS

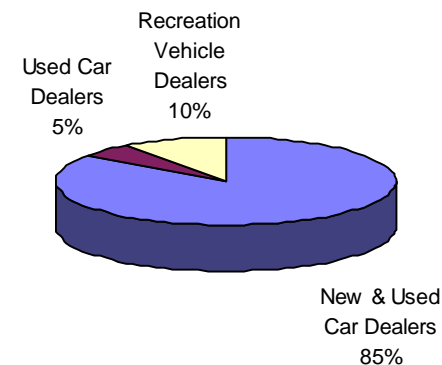
All employment opportunities in this occupation are full-time (40-60hr/wk). There are no part-time seasonal or temporary positions reported in this occupation.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST YEAR</u>
NEWSPAPER ADVERTISEMENTS	95
CURRENT EMPLOYEE REFERRALS	55
PRIVATE VOCATIONAL SCHOOLS:	5
IN-HOUSE PROMOTION OR TRANSFER	35
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	5
UNSOLICITED WALK-INS:	45
EDD:	0

Other methods of recruitment that are used by a few employers include word of mouth, and other agencies.

EMPLOYING INDUSTRIES



D.O.T. Codes: 273.353-010, 273.357-018 and 273.357-034
22 firms, representing 314 employees responded to the survey.

Waiters And Waitresses

OES Number 650080

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Does not include workers who only work at counters.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
--	--

H.S. OR GED	55%
COLLEGE BUT NO DEGREE	45%

Please see California Occupational Guide # 42 (Waiters/Waitresses) , Interest Area 9 for training issues in other parts of the state. The guide also mentions the need to be able to speak other languages. Although this was not noted by employers locally, it is probable that Spanish and several Asian languages could be helpful in this multi-cultural area.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	No difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Little difficulty

The qualified but inexperienced server will face a very competitive job market given the employer assessment of supply, but the education and experience requirements are still low enough to indicate some remaining opportunities. Experienced servers are only a little difficult to find, therefore, the job market will be only somewhat less competitive for the experienced server.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---	--

NOT REQUIRED	50%
3 MONTHS	10%
6 MONTHS	25%
12 MONTHS	15%

Most employers do not require experience. Most employers that do require experience want that experience specifically as a server (the preferred term for waiter/waitress). Some employers also accept experience as a restaurant cashier, busser and door person or in retail sales. Most employers at least sometimes substitute training for experience.

PROJECTIONS & TURNOVER

1994 SIZE:	3090, very large
7 YEAR GROWTH	830
7 YEAR GROWTH RATE	26.9%, much faster than average
TURNOVER	30% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for three quarters of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of almost 8% last year. Most employers indicated that occupational employment would remain stable, but some employers projected growth, for the next three years.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$4.25	\$20.25	\$10.25
New, experienced	\$4.25	\$29.25	\$11.00
3 years with firm	\$5.50	\$39.25	\$11.75

Almost all employers pay minimum wage plus tips and both are included in the above ranges. Tips make up the majority and sometimes the vast majority of the wages. Tips are best at higher end chains restaurants.

<u>BENEFITS</u>	<u>% EMPLOYERS W BENEFITS</u> 55%	
(% of benefits offered by employers with benefits)	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	90	30
PAID SICK LEAVE	40	30
RETIREMENT PLANS	30	0
MEDICAL INSURANCE	90	25
DENTAL INSURANCE	60	10
VISION INSURANCE	45	10
LIFE INSURANCE	40	0
CHILD CARE	10	0

A few employers also mention 401 K retirement and profit sharing. Limitations include requiring a minimum number of hours per week for benefits and dental benefits purchase by the employee from a designated third party such as a credit union.

GENERAL INFORMATION

• **SKILLS** needs vary but most employers generally desire: **technical skills** cash handling skills; **physical skills** such as abilities to lift at least 10 lbs. repeatedly and to stand continuously for 2 or more hours; **personal skills** such as interpersonal and customer service skills, Willingness to work nights, weekends and holidays, abilities to work under pressure and to work independently, and willingness to work with close supervision; and **basic skills** such as the ability to follow written and oral instructions, and oral communication and basic math skills.

• **EMERGING TECHNOLOGY AND SKILLS** mentioned by employers include computerized point of sale and food ordering systems. Employers also identified general computer, customer service and food preparation skills. Friendliness and manners were also mentioned.

• **PROMOTIONAL OPPORTUNITIES** available for almost all employees bartender, certified trainer, player coach, lead server, supervisor and management positions.

• **OTHER RELEVANT INFORMATION** : The survey also indicates that **unionized employees** are at 0%; and **other job titles** include servers, wait staff, food servers, banquet servers and dub-dubs.

WORK PATTERNS

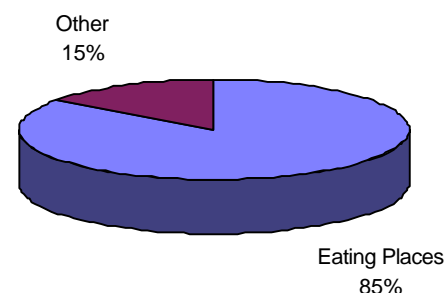
Most employment opportunities in this occupation are part-time (15-38hr/wk), although there are many full-time opportunities (30-40hr/wk) in the county. There are a few seasonal and (20hr/wk) no temporary positions reported in this occupation. Employer definitions of full and part-time vary widely for this occupation.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST YEAR</u>
NEWSPAPER ADVERTISEMENTS	65
CURRENT EMPLOYEE REFERRALS	80
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER	15
PRIVATE EMPLOYMENT AGENCIES	10
PUBLIC SCHOOLS AND TRAINING PROGRAMS	0
UNSOLICITED WALK-INS:	65
EDD:	10

Other methods of recruitment that are used by a few employers include job fairs, culinary schools and family.

EMPLOYING INDUSTRIES



D.O.T. Codes: 310.357-010, 311.477-xxx, 311.674-018, 350.677-xxx and 352.677-018

24 firms, representing 556 employees responded to the survey.

1995 OCCUPATIONAL SUMMARIES

In order to retain a complete set of Occupational Summaries for 3 years, please transfer the summaries in Chapter 2 of your 1995 Occupational Outlook Report to this section. If you do not have a copy for 1995, you can purchase a copy for \$5.00. Call (209) 497-7877 for information.

1994 OCCUPATIONAL SUMMARIES

In order to retain a complete set of Occupational Summaries for 3 years, please transfer the summaries in Chapter 2 of your 1994 Occupational Outlook Report to this section. If you do not have a copy for 1994, you can purchase a copy for \$5.00. Call (209) 497-7877 for information.

CHAPTER 3:

TRAINING DIRECTORY

TRAINING DIRECTORY

INTRODUCTION

INTRODUCTION TO THE TRAINING DIRECTORY

The 1996 Skills Training Directory for Fresno County is a compliment to the Occupational Outlook Chapter of this report. As such, it only covers schools or other organizations providing training in the occupations studied this year and the previous two years (i.e., 1994 through 1996). The index of occupations studied during those years is in the first pages of Chapter 2 of this report.

The data for this training directory came from several sources. The primary source of information was the State Training Inventory (STI). Staff of the Labor Market Information Division of the California Employment Development Department (EDD) collected the information from training providers for State Training Inventory. The California Occupational Information Coordinating Committee (CCOIS) funded the project. FPIC LMI staff then added information from the Fresno Private Industry Council's (FPIC) Skills Training Directory of Job Training Partnership Act (JTPA) approved courses. Finally, FPIC LMI staff directly contacted several schools to clarify information.

STATE TRAINING INVENTORY

The STI contains information on all training provided throughout California. The information is indexed by school name, facility type, Classification of Instructional Program (CIP) Title and Occupational Employment Statistics (OES) occupational title. The information is easy to use because it is in electronic format. EDD has developed a process to link occupations with training programs. This process provides an excellent new resource for the training field, however, it also has some missing or out-of-date data and the program/occupation links are sometimes inaccurate or misleading. FPIC LMI staff and EDD staff will be working together with training providers to improve the accuracy of this Inventory (see "Training Directory Plans for 1997" below). The current STI can be obtained by calling EDD's Labor Market Information Division, Publications Information Unit at (916) 262-2162. The FPIC Labor Market Information (LMI) Unit has the information loaded into its computer and can provide specific information on request. The FPIC LMI unit is located at the Fresno Career Development Center. You can contact the unit by calling (209) 499-3703.

FPIC SKILLS TRAINING DIRECTORY

The Fresno Private Industry Council also maintains a "Skills Training Directory" that contains a detailed listing of all occupational training programs approved for JTPA eligible individuals. This listing contains information on cost, length, beginning and ending dates of courses and materials required. Call the Fresno Private Industry Council at (209) 233-4500 for information concerning the Skills Training Directory.

TRAINING DIRECTORY PLANS FOR 1997

FPIC's 1997 LMI contract with the State requires that the FPIC LMI Unit review and verify all data for Fresno County in the State Training Inventory. We will, therefore, be asking training providers to review the listings for their programs and to work with the FPIC LMI Unit to ensure the accuracy of the information

provided in the STI. This new information will be updated in March of 1997 and will be available in electronic format as disks and on the Internet. Once this information is verified and updated, it will be an excellent resource for people seeking information on training throughout the State and can benefit training seekers, employment counselors, and schools alike.

TRAINING DIRECTORY SORTED INTO TWO SECTIONS WITH EASY REFERENCE GUIDES

The next two sections of Chapter 3 contain the Training Directory Information sorted in two ways to make it easier to get the information you need. Each section begins with an Easy Reference Guide that provides explanations of both content and abbreviations.



Section 1- Training Directory Sorted by School Name

This section provides the basic information about each school and its programs. It is sorted alphabetically by school name. Use this section when you want to look up a particular school or training provider to get details about address, phone, services, facility type, accrediting organizations, program titles and occupations related to those programs.



Section 2- Training Directory Sorted by OES Occupational Title

This section is a supplementary section based on an alpha sort of occupational titles. It contains the names of schools that provide training in those occupations and the CIP program name matched with training in specified occupations. This section should be used when you are looking for training available in a particular occupation or occupations. Once the school name and program title are determined, you can go to Section 1 of the Training Directory to get information about the schools.

We hope that this will be the beginning of a joint effort to produce an accurate and user friendly source of information about training in Fresno County and throughout the rest of the State.

TRAINING DIRECTORY
SECTION 1
SORTED BY SCHOOL NAME

Easy Reference Guide to the 1996 Training Directory for Selected Occupations- Sorted by School Name

NAME OF SCHOOL OR ORGANIZATION PROVIDING TRAINING

<p>Physical Address The site at which the training is actually being provided.</p> <p>Phone Number: Fax Number: Phone and fax numbers used to reach the school. Sometimes headquarters numbers are provided by the school rather than local site numbers.</p> <p>School Contact for JTPA Approved Programs This is the person(s) designated by the school as the contact for Job Training Partnership Act (JTPA) programs. This section only has a contact name if the school has JTPA programs approved by the Fresno Private Industry Council (FPIC). If it is blank the school did not have any FPIC approved JTPA programs at the time of publication. For current status concerning JTPA approval you may call the Fresno Private Industry Council at (209) 233-4500.</p>	<p>Mailing Address of School This is the address at which the school normally receives correspondence. It may be the same or different from the Physical Address of the school.</p> <p>Services Available Seven general categories of services are identified in this section. A check mark in the box to the left of the category indicates that some service is available for that category. The specific services could be from minimum to extensive. Please contact the school to compare the extent of the services.</p> <p>JTPA Approved Programs are those approved by the Fresno Private Industry Council. See the box to the left for more information relating to school contacts for JTPA Approved programs.</p>	<p>Facility Information: Type of Facility: School facilities can be from one of five types: -Proprietary Business & Technical Schools -Four-year Colleges & Universities -Public Adult Schools w/ Occupational Programs -Two-year Technical & Community Colleges -Public Secondary Schools w/ Occupational Programs</p> <p>Accrediting Organizations: Organizations accrediting or approving this school and its programs for this facility. For those schools that have "Not Applicable" or nothing in this section, it is advisable to contact the school to determine what method they use for assessing training quality. This information could be incorrect or incomplete.</p>	
CIP Name	CIP Code	OES Title	OES Code
<p>WHAT IS THE CIP CLASSIFICATION SYSTEM? The 1990 classification of instructional programs (CIP) code used in this database is based on the second revision of the U.S. Department of Education's standard educational program classification system. The 1990 CIP is intended to establish standard terminology in order to improve communication and standardize record keeping. Each program is a combination of courses and experiences that are designed to accomplish a predetermined set of allied objectives such as preparation for advanced study, qualification for an occupation or range of occupations, or simply to increase knowledge and understanding. There are two criteria that refine the conceptual definition of the CIP:</p> <ol style="list-style-type: none"> 1. An instructional program must be offered by, through or under the auspices of an educational institution or other provider. 2. Accomplishment of predetermined objectives must mean, in practice, the presence of a set of structured learning experiences, as defined by an institution or other provider, that lead to a completion point, and that point must be formally certified via an award or other form of recognition. 	<p>WHAT IS THE OES CLASSIFICATION SYSTEM? Occupational Employment Statistics (OES) employer surveys are conducted for the purpose of producing data on industry occupational staffing. The program is sponsored by the U.S. Department of Labor, Bureau of Labor Statistics (BLS). In order to collect and compile the data, BLS developed a system for categorizing occupations that was manageable for survey work in terms of the number of occupations, yet accurately reflected the job categories used by employers. The total OES classification system includes approximately 750 occupational categories. The OES coding system is the result of the coordination of various occupational coding systems, the principal one being the Dictionary of Occupational Titles (DOT). Developed by the BLS, it is based on the 1980 Standard Occupational Classification (SOC), with some modifications. The system organizes all occupations into four levels. The first digit of the 6-digit OES code corresponds to the divisions which are divided into the following occupational groupings:</p> <ol style="list-style-type: none"> 1. Managerial and administrative, 2 & 3. Professional, paraprofessional, and technical, 4. Sales and related, 5. Clerical and administrative support, 6. Service, 7. Agricultural, forestry, fishing and related, and 8 & 9. Production, construction, operating, maintenance, and material handling. 		

1996 Training Directory for Selected Occupations- Sorted by School Name

A. D. BANKER & COMPANY

Physical Address HOLIDAY INN - AIRPORT 5090 EAST CLINTON AVENUE FRESNO CA 93727 Phone Number Fax Number (800) 866-2468 (91) (913) 451-3766 School Contact for JTPA Approved Programs:		Mailing Address 7101 COLLEGE BOULEVARD, SUITE 1600 OVERLAND PARK KS 66210-4030 Services Available <input type="checkbox"/> Financial Aid <input type="checkbox"/> Career Assessment <input type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input type="checkbox"/> JTPA Approved Programs		Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Not Applicable
CIP Name	CIP Code	OES Title	OES Code	
Insurance Marketing Operations	8.1001	INSURANCE ADJUSTERS, EXAMINERS, AND INVESTIGATORS	533020	

ADVANCED COMPUTER TRAINING SCHOOL

Physical Address 3467 WEST SHAW FRESNO CA 93711 Phone Number Fax Number (209) 277-1900 (209) 277-7121 School Contact for JTPA Approved Programs: Jackson Sakamoto		Mailing Address 3467 WEST SHAW FRESNO CA 93711 Services Available <input type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input checked="" type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs		Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Council for Private Postsecondary and Vocational Education
CIP Name	CIP Code	OES Title	OES Code	
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS	553380	
Drafting, General	48.0101	DRAFTERS	225140	
General Office/Clerical and Typing Services	52.0408	ORDER CLERKS - MATERIALS, MERCHANDISE, AND SERVICE	553230	
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050	
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470	
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280	

✉ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

BEVERLY ENTERPRISES

Physical Address 2984 NORTH MAROA FRESNO CA 93704 Phone Number Fax Number (209) 226-9401 School Contact for JTPA Approved Programs:		Mailing Address 2984 NORTH MAROA FRESNO CA 93704 Services Available <input type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Not Applicable
CIP Name	CIP Code	OES Title	OES Code
Nurse Assistant/Aide	51.1614	NURSE AIDES	660080
Nurse Assistant/Aide	51.1614	HOME HEALTH CARE WORKERS	660110

CALIFORNIA STATE UNIVERSITY, FRESNO

Physical Address 5150 NORTH MAPLE AVENUE FRESNO CA 93740-0057 Phone Number Fax Number (209) 278-2261 School Contact for JTPA Approved Programs:		Mailing Address 5150 NORTH MAPLE AVENUE FRESNO CA 93740-0057 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input checked="" type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> On-Site Child Care <input type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Four-year Colleges and Universities Accrediting Organizations Not Applicable
CIP Name	CIP Code	OES Title	OES Code
Accounting	52.0301	ACCOUNTANTS AND AUDITORS	211140
Advertising	9.0201	MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS	130110
Agricultural Production Workers and Managers, General	1.0301	FARM WORKERS, GENERAL	798550
Agricultural Teacher Education (Vocational)	13.1301	TEACHERS AND INSTRUCTORS - VOCATIONAL EDUCATION AND TRAINING	313140
Agronomy and Crop Science	2.0402	BIOLOGICAL, AGRICULTURAL, AND FOOD TECHNICIANS AND TECHNOLOGISTS - EXCEPT HEALT	245020
Animal Sciences, General	2.0201	FARM WORKERS, GENERAL	798550
Animal Sciences, General	2.0201	BIOLOGICAL, AGRICULTURAL, AND FOOD TECHNICIANS AND TECHNOLOGISTS - EXCEPT HEALT	245020
Business Marketing and Marketing Management	52.1401	MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS	130110
Computer and Information Sciences, General	11.0101	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020
Dairy Science	2.0206	BIOLOGICAL, AGRICULTURAL, AND FOOD TECHNICIANS AND TECHNOLOGISTS - EXCEPT HEALT	245020
Elementary Teacher Education	13.1202	TEACHERS - ELEMENTARY SCHOOL	313050

☒ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

CIP Name	CIP Code	OES Title	OES Code
Nursing (R.N. Training)	51.1601	REGISTERED NURSES	325020
Office Supervision and Management	52.0204	FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS - CLERICAL AND ADMINISTRATIVE SUPP	510020
Ornamental Horticulture Operations and Management	1.0603	GARDENERS, GROUNDSKEEPERS - EXCEPT FARM	790300
Pre-Elementary/Early Childhood/Kindergarten Teacher Educatio	13.1204	TEACHERS - PRESCHOOL AND KINDERGARTEN	313020
Public Relations and Organizational Communications	9.0501	MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS	130110
Secondary Teacher Education	13.1205	TEACHERS - SECONDARY SCHOOL	313080

CALIFORNIA STATE UNIVERSITY, FRESNO, DIVISION OF EXTENDED EDUCATION

Physical Address 5005 NORTH MAPLE AVENUE FRESNO CA 93740-0076 Phone Number Fax Number (209) 278-0333 (209) 278-0395 School Contact for JTPA Approved Programs:		Mailing Address 5005 NORTH MAPLE AVENUE FRESNO CA 93740-0076 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input checked="" type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> On-Site Child Care <input type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Four-year Colleges and Universities Accrediting Organizations Western Association of Schools and Colleges
CIP Name	CIP Code	OES Title	OES Code
Computer and Information Sciences, General	11.0101	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020
Nursing (R.N. Training)	51.1601	REGISTERED NURSES	325020

CALIFORNIA TECHNICAL EDUCATION CENTER INC.

Physical Address 1380 NORTH ABBY FRESNO CA 93703 Phone Number Fax Number (209) 266-7577 (209) 266-3947 School Contact for JTPA Approved Programs: Andrea Qualls		Mailing Address 1380 NORTH ABBY FRESNO CA 93703 Services Available <input type="checkbox"/> Financial Aid <input type="checkbox"/> Career Assessment <input type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Council for Private Postsecondary and Vocational Education
CIP Name	CIP Code	OES Title	OES Code
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS	553380
Auto/Automotive Mechanic/Technician	47.0604	AUTOMOTIVE MECHANICS	853020
Custodian/Caretaker	20.0604	JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS	670050

☒ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

CIP Name	CIP Code	OES Title	OES Code
General Office/Clerical and Typing Services	52.0408	ORDER CLERKS - MATERIALS, MERCHANDISE, AND SERVICE	553230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280
General Retailing Operations	8.0705	CASHIERS	490230
General Retailing Operations	8.0705	SALESPERSONS - PARTS	490140
General Retailing Operations	8.0705	SALESPERSONS - RETAIL	490110
Information Processing/Data Entry Technician	52.0407	DATA ENTRY KEYERS - EXCEPT COMPOSING	560170

CENTRAL VALLEY TRAINING CENTER

Physical Address 4610 WEST JACQUELIN FRESNO CA 93722- Phone Number Fax Number (209) 277-8004 (209) 277-0223 School Contact for JTPA Approved Programs:		Mailing Address 4610 WEST JACQUELIN FRESNO CA 93722- Services Available <input type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Not Applicable
CIP Name	CIP Code	OES Title	OES Code
Custodial, Housekeeping and Home Services Workers and Man	20.0601	JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS	670050

CENTURY 21 GOLDEN KEY REALTY

Physical Address 3198 NORTH WILLOW CLOVIS CA 93612-0999 Phone Number Fax Number (209) 291-4402 (209) 294-8115 School Contact for JTPA Approved Programs:		Mailing Address 3198 NORTH WILLOW CLOVIS CA 93612-0999 Services Available <input type="checkbox"/> Financial Aid <input type="checkbox"/> Career Assessment <input type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Not Applicable
CIP Name	CIP Code	OES Title	OES Code
Custodial, Housekeeping and Home Services Workers and Man	20.0601	JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS	670050

✉ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

CLOVIS ADULT EDUCATION

Physical Address 1452 DAVID E COOK WAY CLOVIS CA 93611-0575 Phone Number Fax Number (209) 292-3858 (209) 298-3515 School Contact for JTPA Approved Programs: Dave Lennon or Cathie Yang-Smith		Mailing Address 1452 DAVID E COOK WAY CLOVIS CA 93611-0575 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input checked="" type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs		Facility Information: Type of Facility: Public Adult Schools with Occupational Programs Accrediting Organizations Western Association of Schools and Colleges
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CIP Name	CIP Code	OES Title	OES Code
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS	553380
Administrative Assistant/Secretarial Science, General	52.0401	SECRETARIES, GENERAL	551080
Agricultural Mechanization, General	1.0201	FARM EQUIPMENT MECHANICS	853210
Auto/Automotive Body Repairer	47.0603	AUTOMOTIVE BODY AND RELATED REPAIRERS	853050
Auto/Automotive Mechanic/Technician	47.0604	AUTOMOTIVE MECHANICS	853020
Business Computer Facilities Operator	52.1205	COMPUTER OPERATORS	560110
Cabinet Maker and Millworker	48.0703	CABINETMAKERS AND BENCH CARPENTERS	893110
Carpenter	46.0201	CARPENTERS	871020
Cosmetologist	12.0403	HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS	680050
Crop Production Operations and Management	1.0304	BIOLOGICAL, AGRICULTURAL, AND FOOD TECHNICIANS AND TECHNOLOGISTS - EXCEPT HEALT	245020
Crop Production Operations and Management	1.0304	FARM WORKERS, GENERAL	798550
Custodian/Caretaker	20.0604	JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS	670050
Drafting, General	48.0101	DRAFTERS	225140
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	ORDER CLERKS - MATERIALS, MERCHANDISE, AND SERVICE	553230
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280
Home Health Aide	51.1615	HOME HEALTH CARE WORKERS	660110
Home Health Aide	51.1615	NURSE AIDES	660080
Horticulture Services Operations and Management, General	1.0601	GARDENERS, GROUNDSKEEPERS - EXCEPT FARM	790300
Medical Assistant	51.0801	MEDICAL ASSISTANTS	660050
Medical Office Management	51.0705	MEDICAL SECRETARIES	551050
Medical Office Management	51.0705	MEDICAL ASSISTANTS	660050
Nurse Assistant/Aide	51.1614	HOME HEALTH CARE WORKERS	660110
Nurse Assistant/Aide	51.1614	NURSE AIDES	660080

☒ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

COMMUNITY TRADE & TECHNICAL INSTITUTE

Physical Address 4944 EAST CLINTON, SUITE 107 FRESNO CA 93727 Phone Number Fax Number (209) 456-9194 School Contact for JTPA Approved Programs: Jim & Brenda Flagg		Mailing Address 4944 EAST CLINTON, SUITE 107 FRESNO CA 93727 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Council for Private Postsecondary and Vocational Education
CIP Name	CIP Code	OES Title	OES Code
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS	553380
General Office/Clerical and Typing Services	52.0408	ORDER CLERKS - MATERIALS, MERCHANDISE, AND SERVICE	553230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280
Pharmacy Technician/Assistant	51.0805	PHARMACY ASSISTANTS	660260

FEDERICO COLLEGES/FEDERICO BEAUTY COLLEGES

Physical Address 5660 NORTH BLACKSTONE AVENUE FRESNO CA 93710 Phone Number Fax Number (209) 432-3030 (209) 432-2368 School Contact for JTPA Approved Programs:		Mailing Address 5660 NORTH BLACKSTONE AVENUE FRESNO CA 93710 Services Available <input type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Council for Private Postsecondary and Vocational Education National Accrediting Commission of Cosmetology Arts and Sciences
CIP Name	CIP Code	OES Title	OES Code
Cosmetologist	12.0403	HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS	680050
Electrolysis Technician	12.0404	HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS	680050

☒ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

FRESNO ADULT SCHOOL

Physical Address 3333 NORTH BOND FRESNO CA 93726 Phone Number Fax Number (209) 441-3272 (209) 253-0227 School Contact for JTPA Approved Programs: Nancy Issacis or Christy Allen		Mailing Address 3333 NORTH BOND FRESNO CA 93726 Services Available <input type="checkbox"/> Financial Aid <input type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs		Facility Information: Type of Facility: Public Adult Schools with Occupational Programs Accrediting Organizations Not Applicable
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CIP Name	CIP Code	OES Title	OES Code
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS	553380
Auto/Automotive Mechanic/Technician	47.0604	AUTOMOTIVE MECHANICS	853020
Barber/Hairstylist	12.0402	HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS	680050
Computer and Information Sciences, General	11.0101	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020
Custodian/Caretaker	20.0604	JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS	670050
Fashion Merchandising	8.0102	SALESPERSONS - RETAIL	490110
General Office/Clerical and Typing Services	52.0408	ORDER CLERKS - MATERIALS, MERCHANDISE, AND SERVICE	553230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280
Home Health Aide	51.1615	HOME HEALTH CARE WORKERS	660110
Home Health Aide	51.1615	NURSE AIDES	660080
Information Processing/Data Entry Technician	52.0407	DATA ENTRY KEYERS - EXCEPT COMPOSING	560170
Medical Administrative Assistant/Secretary	52.0404	MEDICAL SECRETARIES	551050
Nurse Assistant/Aide	51.1614	NURSE AIDES	660080
Nurse Assistant/Aide	51.1614	HOME HEALTH CARE WORKERS	660110
Security and Loss Prevention Services	43.0109	GUARDS AND WATCH GUARDS	630470

☒ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

FRESNO CITY COLLEGE

Physical Address 1101 EAST UNIVERSITY AVENUE FRESNO CA 93741-0001 Phone Number Fax Number (209) 442-4600 (209) 485-3367 School Contact for JTPA Approved Programs: Sherian Eckenrod		Mailing Address 1101 EAST UNIVERSITY AVENUE FRESNO CA 93741-0001 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input checked="" type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Two-year Technical and Community Colleges Accrediting Organizations Accrediting Council for Continuing Education and Training
CIP Name	CIP Code	OES Title	OES Code
Accounting	52.0301	ACCOUNTANTS AND AUDITORS	211140
Auto/Automotive Body Repairer	47.0603	AUTOMOTIVE BODY AND RELATED REPAIRERS	853050
Auto/Automotive Mechanic/Technician	47.0604	AUTOMOTIVE MECHANICS	853020
Cabinet Maker and Millworker	48.0703	CABINETMAKERS AND BENCH CARPENTERS	893110
Computer and Information Sciences, General	11.0101	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020
Construction Trades, Other	46.9999	PLASTERERS AND STUCCO MASONS	873170
Corrections/Correctional Administration	43.0102	CORRECTION OFFICERS AND JAILERS	630170
Corrections/Correctional Administration	43.0102	POLICE AND DETECTIVE SUPERVISORS	610050
Dental Hygienist	51.0602	DENTAL HYGIENISTS	329080
Drafting, General	48.0101	DRAFTERS	225140
Fashion Merchandising	8.0102	SALESPERSONS - RETAIL	490110
General Office/Clerical and Typing Services	52.0408	ORDER CLERKS - MATERIALS, MERCHANDISE, AND SERVICE	553230
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
Heavy Equipment Main. and Repairer	47.0302	BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS	853110
Marketing Operations/Marketing and Distribution, Other	8.9999	SALESPERSONS - RETAIL	490110
Medical Assistant	51.0801	MEDICAL ASSISTANTS	660050
Medical Laboratory Assistant	51.0802	MEDICAL AND CLINICAL LABORATORY ASSISTANTS	329050
Medical Radiologic Tech./Technician	51.0907	RADIOLOGIC TECHNOLOGISTS - DIAGNOSTIC	329210
Nursing, Public Health (Post-R.N.)	51.1611	REGISTERED NURSES	325020
Paralegal/Legal Assistant	22.0103	PARALEGAL PERSONNEL	283050
Plumber and Pipefitter	46.0501	PLUMBERS, PIPEFITTERS, AND STEAMFITTERS	875020
Pre-Elementary/Early Childhood/Kindergarten Teacher Education	13.1204	TEACHERS - PRESCHOOL AND KINDERGARTEN	313020

☒ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

FRESNO CITY COLLEGE VOCATIONAL TRAINING CENTER

Physical Address 2930 E ANNADALE AVENUE FRESNO CA 93725 Phone Number Fax Number (209) 486-0173 (209) 264-1156 School Contact for JTPA Approved Programs: Lee Farley		Mailing Address 2930 E ANNADALE AVENUE FRESNO CA 93725 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input checked="" type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Two-year Technical and Community Colleges Accrediting Organizations Accrediting Commission of Career Schools and Colleges of Technology
CIP Name	CIP Code	OES Title	OES Code
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS	553380
Auto/Automotive Body Repairer	47.0603	AUTOMOTIVE BODY AND RELATED REPAIRERS	853050
Auto/Automotive Mechanic/Technician	47.0604	AUTOMOTIVE MECHANICS	853020
General Office/Clerical and Typing Services	52.0408	ORDER CLERKS - MATERIALS, MERCHANDISE, AND SERVICE	553230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280

FRESNO INSTITUTE OF TECHNOLOGY

Physical Address 731 W. SHAW CLOVIS CA 93612 Phone Number Fax Number (209) 442-3500 (209) 442-3470 School Contact for JTPA Approved Programs: Jim Hines		Mailing Address 731 W. SHAW CLOVIS CA 93612 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Council for Private Postsecondary and Vocational Education
CIP Name	CIP Code	OES Title	OES Code
Administrative Assistant/Secretarial Science, General	52.0401	SECRETARIES, GENERAL	551080
Legal Administrative Assistant/Secretary	52.0403	LEGAL SECRETARIES	551020
Medical Administrative Assistant/Secretary	52.0404	MEDICAL SECRETARIES	551050
Medical Assistant	51.0801	MEDICAL ASSISTANTS	660050

✉ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

FRESNO REGIONAL OCCUPATIONAL PROGRAM

Physical Address 11 SOUTH TEILMAN AVENUE FRESNO CA 93706 Phone Number Fax Number (209) 264-9767 (209) 264-6398 School Contact for JTPA Approved Programs:		Mailing Address 11 SOUTH TEILMAN AVENUE FRESNO CA 93706 Services Available <input type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input checked="" type="checkbox"/> VA Approval <input type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input type="checkbox"/> JTPA Approved Programs		Facility Information: Type of Facility: Public Secondary Schools with Occupational Programs Accrediting Organizations National Accrediting Commission of Cosmetology Arts and Sciences
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CIP Name	CIP Code	OES Title	OES Code
Auto/Automotive Body Repairer	47.0603	AUTOMOTIVE BODY AND RELATED REPAIRERS	853050
Child Care Provider/Assistant	20.0202	CHILD CARE WORKERS	680380
Criminal Justice/Law Enforcement Administration	43.0103	POLICE AND DETECTIVE SUPERVISORS	610050
Criminal Justice/Law Enforcement Administration	43.0103	SHERIFFS AND DEPUTY SHERIFFS	630320
Fashion Merchandising	8.0102	SALESPERSONS - RETAIL	490110
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280
General Office/Clerical and Typing Services	52.0408	ORDER CLERKS - MATERIALS, MERCHANDISE, AND SERVICE	553230
General Retailing Operations	8.0705	SALESPERSONS - RETAIL	490110
General Retailing Operations	8.0705	SALESPERSONS - PARTS	490140
General Retailing Operations	8.0705	CASHIERS	490230
Legal Administrative Assistant/Secretary	52.0403	LEGAL SECRETARIES	551020
Medical Assistant	51.0801	MEDICAL ASSISTANTS	660050
Medical Office Management	51.0705	MEDICAL ASSISTANTS	660050
Medical Office Management	51.0705	MEDICAL SECRETARIES	551050
Nurse Assistant/Aide	51.1614	HOME HEALTH CARE WORKERS	660110
Nurse Assistant/Aide	51.1614	NURSE AIDES	660080

☒ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

GALEN COLLEGE OF MEDICAL AND DENTAL ASSISTANTS

Physical Address 1325 NORTH WISHON AVENUE FRESNO CA 93728 Phone Number Fax Number (209) 264-9726 (209) 264-0985 School Contact for JTPA Approved Programs:		Mailing Address 1325 NORTH WISHON AVENUE FRESNO CA 93728 Services Available <input checked="" type="checkbox"/> Financial Aid <input type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input checked="" type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Council for Private Postsecondary and Vocational Education Accrediting Council for Continuing Education and Training
CIP Name	CIP Code	OES Title	OES Code
Medical Assistant	51.0801	MEDICAL ASSISTANTS	660050

HAIR INTERNS SCHOOL OF COSMETOLOGY, THE

Physical Address 1522 FULTON STREET FRESNO CA 93721 Phone Number Fax Number (209) 441-1795 (209) 264-2069 School Contact for JTPA Approved Programs:		Mailing Address 1522 FULTON STREET FRESNO CA 93721 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input checked="" type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Council for Private Postsecondary and Vocational Education
CIP Name	CIP Code	OES Title	OES Code
Cosmetologist	12.0403	HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS	680050

HI TECH VOCATIONAL INSTITUTE

Physical Address 2478 NORTH MARKS FRESNO CA 93722 Phone Number Fax Number (209) 276-2886 (209) 276-3201 School Contact for JTPA Approved Programs: Jaqui Carbajal		Mailing Address 2478 NORTH MARKS FRESNO CA 93722 Services Available <input type="checkbox"/> Financial Aid <input type="checkbox"/> Career Assessment <input type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Council for Private Postsecondary and Vocational Education
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☒ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

CIP Name	CIP Code	OES Title	OES Code
Auto/Automotive Mechanic/Technician	47.0604	AUTOMOTIVE MECHANICS	853020

KINGS RIVER COMMUNITY COLLEGE

Physical Address 995 NORTH REED AVENUE REEDLEY CA 93654-2099 Phone Number Fax Number (209) 638-3641 (209) 638-0350 School Contact for JTPA Approved Programs: Jerry Barkley	Mailing Address 995 NORTH REED AVENUE REEDLEY CA 93654-2099 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input checked="" type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Two-year Technical and Community Colleges Accrediting Organizations Not Applicable
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CIP Name	CIP Code	OES Title	OES Code
Accounting	52.0301	ACCOUNTANTS AND AUDITORS	211140
Agricultural Mechanization, General	1.0201	FARM EQUIPMENT MECHANICS	853210
Animal Sciences, General	2.0201	FARM WORKERS, GENERAL	798550
Animal Sciences, General	2.0201	BIOLOGICAL, AGRICULTURAL, AND FOOD TECHNICIANS AND TECHNOLOGISTS - EXCEPT HEALT	245020
Auto/Automotive Mechanic/Technician	47.0604	AUTOMOTIVE MECHANICS	853020
Child Care Provider/Assistant	20.0202	CHILD CARE WORKERS	680380
Computer and Information Sciences, General	11.0101	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020
Computer and Information Sciences, Other	11.9999	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020
Construction Equipment Operator	49.0202	INDUSTRIAL TRUCK AND TRACTOR OPERATORS	979470
Criminal Justice/Law Enforcement Administration	43.0103	POLICE AND DETECTIVE SUPERVISORS	610050
Criminal Justice/Law Enforcement Administration	43.0103	SHERIFFS AND DEPUTY SHERIFFS	630320
Data Processing Tech./Technician	11.0301	COMPUTER OPERATORS	560110
Fashion and Fabric Consultant	20.0306	SALESPERSONS - RETAIL	490110
Fashion Merchandising	8.0102	SALESPERSONS - RETAIL	490110
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280
General Office/Clerical and Typing Services	52.0408	ORDER CLERKS - MATERIALS, MERCHANDISE, AND SERVICE	553230
Horticulture Services Operations and Management, General	1.0601	GARDENERS, GROUNDSKEEPERS - EXCEPT FARM	790300
Landscaping Operations and Management	1.0605	GARDENERS, GROUNDSKEEPERS - EXCEPT FARM	790300
Machine Shop Assistant	48.0503	PRODUCTION INSPECTORS, TESTERS, GRADERS, SORTERS, SAMPLERS, AND WEIGHERS	830050
Machinist/Machine Technologist	48.0501	ASSEMBLERS AND FABRICATORS - EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, AND PRECIS	939560
Machinist/Machine Technologist	48.0501	PRODUCTION INSPECTORS, TESTERS, GRADERS, SORTERS, SAMPLERS, AND WEIGHERS	830050

☒ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

CIP Name	CIP Code	OES Title	OES Code
Marketing Operations/Marketing and Distribution, Other	8.9999	SALESPERSONS - RETAIL	490110
Medical Administrative Assistant/Secretary	52.0404	MEDICAL SECRETARIES	551050
Office Supervision and Management	52.0204	FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS - CLERICAL AND ADMINISTRATIVE SUPP	510020
Receptionist	52.0406	RECEPTIONISTS AND INFORMATION CLERKS	553050

LYLE'S FIRST AND HERNDON COLLEGE OF BEAUTY

Physical Address 6735 NORTH FIRST STREET FRESNO CA 93710 Phone Number Fax Number (209) 431-6060 (209) 432-7595 School Contact for JTPA Approved Programs: Jeri Long		Mailing Address 6735 NORTH FIRST STREET FRESNO CA 93710 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Council for Private Postsecondary and Vocational Education Western Association of Schools and Colleges
CIP Name	CIP Code	OES Title	OES Code
Cosmetologist	12.0403	HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS	680050

LYLE'S FRESNO SHAW & MARKS COLLEGE OF BEAUTY

Physical Address 3125 WEST SHAW AVENUE FRESNO CA 93711 Phone Number Fax Number (209) 222-6060 (209) 221-1039 School Contact for JTPA Approved Programs: Dee Dee Upton		Mailing Address 3125 WEST SHAW AVENUE FRESNO CA 93711 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input checked="" type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Council for Private Postsecondary and Vocational Education
CIP Name	CIP Code	OES Title	OES Code
Cosmetologist	12.0403	HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS	680050

✉ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

MANAGEMENT TRAINING/MARKETING ASSOCIATION (MTMA) SCHOOLS INC.

Physical Address 1313 P STREET, SUITE 205 FRESNO CA 93721 Phone Number Fax Number (209) 268-0938 (209) 268-0558 School Contact for JTPA Approved Programs: Mary Berglund		Mailing Address 1313 P STREET, SUITE 205 FRESNO CA 93721 Services Available <input type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input checked="" type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Western Association of Schools and Colleges
CIP Name	CIP Code	OES Title	OES Code
Accounting	52.0301	ACCOUNTANTS AND AUDITORS	211140
Building/Property Main. and Manager	46.0401	MAINTENANCE REPAIRERS - GENERAL UTILITY	851320
General Selling Skills and Sales Operations	8.0706	SALESPERSONS - RETAIL	490110
General Selling Skills and Sales Operations	8.0706	SALESPERSONS - PARTS	490140

MANCHESTER COLLEGE OF BEAUTY

Physical Address 3756 NORTH BLACKSTONE AVENUE FRESNO CA 93726 Phone Number Fax Number (209) 224-4242 (209) 224-0754 School Contact for JTPA Approved Programs:		Mailing Address 3756 NORTH BLACKSTONE AVENUE FRESNO CA 93726 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input checked="" type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Council for Private Postsecondary and Vocational Education Western Association of Schools and Colleges
CIP Name	CIP Code	OES Title	OES Code
Cosmetologist	12.0403	HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS	680050

☒ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

MICROCOMPUTER EDUCATION CENTER

Physical Address 2002 NORTH GATEWAY FRESNO CA 93727 Phone Number Fax Number (209) 456-0623 (209) 456-0188 School Contact for JTPA Approved Programs: Rick Trevino		Mailing Address 2002 NORTH GATEWAY FRESNO CA 93727 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input checked="" type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs		Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Council for Private Postsecondary and Vocational Education
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CIP Name	CIP Code	OES Title	OES Code
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS	553380
Administrative Assistant/Secretarial Science, General	52.0401	SECRETARIES, GENERAL	551080
Computer and Information Sciences, Other	11.9999	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020
General Office/Clerical and Typing Services	52.0408	ORDER CLERKS - MATERIALS, MERCHANDISE, AND SERVICE	553230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280
Information Processing/Data Entry Technician	52.0407	DATA ENTRY KEYERS - EXCEPT COMPOSING	560170
Management Information Systems and Business Data Processi	52.1201	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020

MOLER SCHOOL OF HAIR DESIGN.

Physical Address 1880 TULARE STREET FRESNO CA 93721- Phone Number Fax Number (209) 485-4030 (209) 485-2755 School Contact for JTPA Approved Programs:		Mailing Address 1880 TULARE STREET FRESNO CA 93721- Services Available <input type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input type="checkbox"/> JTPA Approved Programs		Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Council for Private Postsecondary and Vocational Education
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CIP Name	CIP Code	OES Title	OES Code
Barber/Hairstylist	12.0402	HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS	680050
Cosmetologist	12.0403	HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS	680050

✉ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

NATIONAL TRAINING INSTITUTE INC.

Physical Address 1788 NORTH HELM, SUITE 106 FRESNO CA 93727 Phone Number Fax Number (209) 456-1522 (209) 456-4841 School Contact for JTPA Approved Programs: Stan Hall		Mailing Address 1788 NORTH HELM, SUITE 106 FRESNO CA 93727 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input checked="" type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Council for Private Postsecondary and Vocational Education
CIP Name	CIP Code	OES Title	OES Code
General Selling Skills and Sales Operations	8.0706	SALESPERSONS - RETAIL	490110
General Selling Skills and Sales Operations	8.0706	SALESPERSONS - PARTS	490140

OAK BROOK COLLEGE OF LAW AND GOVERNMENT POLICY

Physical Address WOODWARD COURT PROFESSIONAL CENTER 7720 NORT FRESNO CA 93720 Phone Number Fax Number (209) 261-9714 (209) 261-9715 School Contact for JTPA Approved Programs:		Mailing Address WOODWARD COURT PROFESSIONAL CENTER 7720 NORTH FRESNO CA 93720 Services Available <input type="checkbox"/> Financial Aid <input type="checkbox"/> Career Assessment <input type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Four-year Colleges and Universities Accrediting Organizations Not Applicable
CIP Name	CIP Code	OES Title	OES Code
Criminal Justice/Law Enforcement Administration	43.0103	POLICE AND DETECTIVE SUPERVISORS	610050
Criminal Justice/Law Enforcement Administration	43.0103	SHERIFFS AND DEPUTY SHERIFFS	630320
Legal Administrative Assistant/Secretary	52.0403	LEGAL SECRETARIES	551020

✉ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

PARLIER UNIFIED ALTERNATIVE ADULT EDUCATION

Physical Address 900 NEWMARK AVENUE PARLIER CA 93648- Phone Number Fax Number (209) 646-2731 School Contact for JTPA Approved Programs:		Mailing Address 900 NEWMARK AVENUE PARLIER CA 93648- Services Available <input type="checkbox"/> Financial Aid <input type="checkbox"/> Career Assessment <input type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Public Adult Schools with Occupational Programs Accrediting Organizations Not Applicable
CIP Name	CIP Code	OES Title	OES Code
General Office/Clerical and Typing Services	52.0408	ORDER CLERKS - MATERIALS, MERCHANDISE, AND SERVICE	553230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280

PHILLIPS JUNIOR COLLEGE, FRESNO CAMPUS

Physical Address 2048 NORTH FINE AVENUE FRESNO CA 93727 Phone Number Fax Number (209) 453-1000 (209) 453-1747 School Contact for JTPA Approved Programs:		Mailing Address 2048 NORTH FINE AVENUE FRESNO CA 93727 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input checked="" type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Two-year Technical and Community Colleges Accrediting Organizations Not Applicable
CIP Name	CIP Code	OES Title	OES Code
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS	553380
Computer and Information Sciences, General	11.0101	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020
Fashion Merchandising	8.0102	SALESPERSONS - RETAIL	490110
Management Information Systems and Business Data Processi	52.1201	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020

☒ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

QUALITY COLLEGE OF HEALTH CARE CAREERS

Physical Address 1570 NORTH WISHON FRESNO CA 93728 Phone Number Fax Number (209) 497-5050 (209) 264-4454 School Contact for JTPA Approved Programs: Darlene Garret		Mailing Address 1570 NORTH WISHON FRESNO CA 93728 Services Available <input type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs		Facility Information: Type of Facility: Hospitals or Health Programs Accrediting Organizations Council for Private Postsecondary and Vocational Education
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CIP Name	CIP Code	OES Title	OES Code
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS	553380
Custodian/Caretaker	20.0604	JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS	670050
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280
General Office/Clerical and Typing Services	52.0408	ORDER CLERKS - MATERIALS, MERCHANDISE, AND SERVICE	553230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
Health Aide	51.2601	NURSE AIDES	660080
Health Aide	51.2601	HOME HEALTH CARE WORKERS	660110
Health Aide	51.2601	PHYSICAL AND CORRECTIVE THERAPY ASSISTANTS AND AIDES	660170
Health Aide	51.2601	OCCUPATIONAL THERAPY ASSISTANTS AND AIDES	660210
Health and Medical Assistants, Other	51.0899	MEDICAL ASSISTANTS	660050
Home Health Aide	51.1615	NURSE AIDES	660080
Home Health Aide	51.1615	HOME HEALTH CARE WORKERS	660110
Horticulture Services Operations and Management, General	1.0601	GARDENERS, GROUNDSKEEPERS - EXCEPT FARM	790300
Landscaping Operations and Management	1.0605	GARDENERS, GROUNDSKEEPERS - EXCEPT FARM	790300
Medical Records Tech./Technician	51.0707	MEDICAL RECORDS TECHNICIANS	329110
Ornamental Horticulture Operations and Management	1.0603	GARDENERS, GROUNDSKEEPERS - EXCEPT FARM	790300
Paralegal/Legal Assistant	22.0103	PARALEGAL PERSONNEL	283050
Pharmacy Technician/Assistant	51.0805	PHARMACY ASSISTANTS	660260
Truck, Bus and Other Commercial Vehicle Operator	49.0205	BUS DRIVERS - SCHOOL	971110
Truck, Bus and Other Commercial Vehicle Operator	49.0205	TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER	971020
Turf Management	1.0607	GARDENERS, GROUNDSKEEPERS - EXCEPT FARM	790300

☒ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

REHABILITATION OPPORTUNITY AND DEVELOPMENT INC.

Physical Address 2727 GROVE INDUSTRIAL FRESNO CA 93727 Phone Number Fax Number (209) 237-7623 (209) 456-8571 School Contact for JTPA Approved Programs: Jim Walters		Mailing Address 2727 GROVE INDUSTRIAL FRESNO CA 93727 Services Available <input type="checkbox"/> Financial Aid <input type="checkbox"/> Career Assessment <input type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Council for Private Postsecondary and Vocational Education
CIP Name	CIP Code	OES Title	OES Code
Machinist/Machine Technologist	48.0501	ASSEMBLERS AND FABRICATORS - EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, AND PRECIS	939560
Machinist/Machine Technologist	48.0501	PRODUCTION INSPECTORS, TESTERS, GRADERS, SORTERS, SAMPLERS, AND WEIGHERS	830050

SAFETY FIRST SECURITY TRAINING ACADEMY

Physical Address 1649 VAN NESS SUITE 102 FRESNO CA 93721 Phone Number Fax Number (209) 495-3030 (209) 442-4534 School Contact for JTPA Approved Programs: Gina Ugaste		Mailing Address 1649 VAN NESS SUITE 102 FRESNO CA 93721 Services Available <input type="checkbox"/> Financial Aid <input type="checkbox"/> Career Assessment <input type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Council for Private Postsecondary and Vocational Education Accrediting Commission of Career Schools and Colleges of Technology
CIP Name	CIP Code	OES Title	OES Code
Security and Loss Prevention Services	43.0109	GUARDS AND WATCH GUARDS	630470

✉ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

SAN JOAQUIN COLLEGE OF LAW

Physical Address 901FIFTH STREET CLOVIS CA 93611 Phone Number Fax Number (805) 225-4953 (805) 225-4322 School Contact for JTPA Approved Programs: Pam Ramirez		Mailing Address 901FIFTH STREET CLOVIS CA 93611 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Four-year Colleges and Universities Accrediting Organizations Not Applicable
CIP Name	CIP Code	OES Title	OES Code
Paralegal/Legal Assistant	22.0103	PARALEGAL PERSONNEL	283050

SAN JOAQUIN VALLEY COLLEGE 1

Physical Address 695 E. SIERRA FRESNO CA 93710 Phone Number Fax Number (209) 448-8282 (209) 448-8250 School Contact for JTPA Approved Programs: Dee Lockhart		Mailing Address 295 E. SIERRA FRESNO CA 93710 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input checked="" type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Two-year Technical and Community Colleges Accrediting Organizations Western Association of Schools and Colleges
CIP Name	CIP Code	OES Title	OES Code
Administrative Assistant/Secretarial Science, General	52.0401	SECRETARIES, GENERAL	551080
Agricultural Animal Husbandry and Production Management	1.0302	FARM WORKERS, GENERAL	798550
Agricultural Animal Husbandry and Production Management	1.0302	BIOLOGICAL, AGRICULTURAL, AND FOOD TECHNICIANS AND TECHNOLOGISTS - EXCEPT HEALT	245020
Corrections/Correctional Administration	43.0102	POLICE AND DETECTIVE SUPERVISORS	610050
Corrections/Correctional Administration	43.0102	CORRECTION OFFICERS AND JAILERS	630170
Health Aide	51.2601	NURSE AIDES	660080
Health Aide	51.2601	HOME HEALTH CARE WORKERS	660110
Health Aide	51.2601	PHYSICAL AND CORRECTIVE THERAPY ASSISTANTS AND AIDES	660170
Health Aide	51.2601	OCCUPATIONAL THERAPY ASSISTANTS AND AIDES	660210
Legal Administrative Assistant/Secretary	52.0403	LEGAL SECRETARIES	551020
Medical Administrative Assistant/Secretary	52.0404	MEDICAL SECRETARIES	551050
Medical Assistant	51.0801	MEDICAL ASSISTANTS	660050

☒ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

CIP Name	CIP Code	OES Title	OES Code
Pharmacy Technician/Assistant	51.0805	PHARMACY ASSISTANTS	660260
Security and Loss Prevention Services	43.0109	GUARDS AND WATCH GUARDS	630470

SANGER ADULT SCHOOL

Physical Address 1705 TENTH STREET SANGER CA 93657 Phone Number Fax Number (209) 875-7121 (209) 875-1820 School Contact for JTPA Approved Programs:		Mailing Address 1705 TENTH STREET SANGER CA 93657 Services Available <input type="checkbox"/> Financial Aid <input type="checkbox"/> Career Assessment <input type="checkbox"/> Career Counseling <input checked="" type="checkbox"/> VA Approval <input type="checkbox"/> Job Placement <input checked="" type="checkbox"/> On-Site Child Care <input type="checkbox"/> JTPA Approved Programs		Facility Information: Type of Facility: Public Adult Schools with Occupational Programs Accrediting Organizations Accrediting Council for Continuing Education and Training Western Association of Schools and Colleges
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CIP Name	CIP Code	OES Title	OES Code
Computer and Information Sciences, General	11.0101	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020
Driver and Safety Teacher Education	13.1304	TEACHERS - SECONDARY SCHOOL	313080
General Office/Clerical and Typing Services	52.0408	ORDER CLERKS - MATERIALS, MERCHANDISE, AND SERVICE	553230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280

SELMA ADULT SCHOOL

Physical Address 3125 WRIGHT STREET SELMA CA 93662 Phone Number Fax Number (209) 896-6651 (209) 896-7147 School Contact for JTPA Approved Programs:		Mailing Address 3125 WRIGHT STREET SELMA CA 93662 Services Available <input type="checkbox"/> Financial Aid <input type="checkbox"/> Career Assessment <input type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input type="checkbox"/> JTPA Approved Programs		Facility Information: Type of Facility: Public Adult Schools with Occupational Programs Accrediting Organizations Western Association of Schools and Colleges
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CIP Name	CIP Code	OES Title	OES Code
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS	553380
Carpenter	46.0201	CARPENTERS	871020
Computer and Information Sciences, General	11.0101	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020

☒ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

CIP Name	CIP Code	OES Title	OES Code
General Office/Clerical and Typing Services	52.0408	ORDER CLERKS - MATERIALS, MERCHANDISE, AND SERVICE	553230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280

SER-JOBS FOR PROGRESS

Physical Address 156 SOUTH WILLOW AVENUE, SUITE 102 FRESNO CA 93727-3721 Phone Number Fax Number (209) 875-7143 School Contact for JTPA Approved Programs:		Mailing Address 156 SOUTH WILLOW AVENUE, SUITE 102 FRESNO CA 93727-3721 Services Available <input type="checkbox"/> Financial Aid <input type="checkbox"/> Career Assessment <input type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input type="checkbox"/> JTPA Approved Programs		Facility Information: Type of Facility: Other Types of Schools Accrediting Organizations Accrediting Council for Continuing Education and Training
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CIP Name	CIP Code	OES Title	OES Code
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS	553380
General Office/Clerical and Typing Services	52.0408	ORDER CLERKS - MATERIALS, MERCHANDISE, AND SERVICE	553230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280

SIERRA VALLEY BUSINESS COLLEGE

Physical Address 4747 NORTH FIRST STREET, BUILDING D FRESNO CA 93726 Phone Number Fax Number (209) 222-0947 (209) 222-2973 School Contact for JTPA Approved Programs: Donald Y Roseanne Goodpastor		Mailing Address 4747 NORTH FIRST STREET, BUILDING D FRESNO CA 93726 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input checked="" type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs		Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Council for Private Postsecondary and Vocational Education Western Association of Schools and Colleges
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CIP Name	CIP Code	OES Title	OES Code
Accounting	52.0301	ACCOUNTANTS AND AUDITORS	211140
Administrative Assistant/Secretarial Science, General	52.0401	SECRETARIES, GENERAL	551080

☒ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

CIP Name	CIP Code	OES Title	OES Code
Auto/Automotive Body Repairer	47.0603	AUTOMOTIVE BODY AND RELATED REPAIRERS	853050
Auto/Automotive Mechanic/Technician	47.0604	AUTOMOTIVE MECHANICS	853020
Cabinet Maker and Millworker	48.0703	CABINETMAKERS AND BENCH CARPENTERS	893110
Computer and Information Sciences, General	11.0101	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020
Construction Trades, Other	46.9999	PLASTERERS AND STUCCO MASONS	873170
Corrections/Correctional Administration	43.0102	CORRECTION OFFICERS AND JAILERS	630170
Corrections/Correctional Administration	43.0102	POLICE AND DETECTIVE SUPERVISORS	610050
Dental Hygienist	51.0602	DENTAL HYGIENISTS	329080
Drafting, General	48.0101	DRAFTERS	225140
Fashion Merchandising	8.0102	SALESPERSONS - RETAIL	490110
General Office/Clerical and Typing Services	52.0408	ORDER CLERKS - MATERIALS, MERCHANDISE, AND SERVICE	553230
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
Heavy Equipment Main. and Repairer	47.0302	BUS AND TRUCK MECHANICSAND DIESEL ENGINE SPECIALISTS	853110
Marketing Operations/Marketing and Distribution, Other	8.9999	SALESPERSONS - RETAIL	490110
Medical Assistant	51.0801	MEDICAL ASSISTANTS	660050
Medical Laboratory Assistant	51.0802	MEDICAL AND CLINICAL LABORATORY ASSISTANTS	329050
Medical Radiologic Tech./Technician	51.0907	RADIOLOGIC TECHNOLOGISTS - DIAGNOSTIC	329210
Nursing, Public Health (Post-R.N.)	51.1611	REGISTERED NURSES	325020
Paralegal/Legal Assistant	22.0103	PARALEGAL PERSONNEL	283050
Plumber and Pipefitter	46.0501	PLUMBERS, PIPEFITTERS, AND STEAMFITTERS	875020

SUCCESS SCHOOL OF INSURANCE

Physical Address NATIONAL UNIVERSITY 2767 E SHAW AVENUE FRESNO CA 93726 Phone Number Fax Number (916) 446-0329 School Contact for JTPA Approved Programs:	Mailing Address NATIONAL UNIVERSITY 2767 E SHAW AVENUE FRESNO CA 93726 Services Available <input type="checkbox"/> Financial Aid <input type="checkbox"/> Career Assessment <input type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Not Applicable
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CIP Name	CIP Code	OES Title	OES Code
Insurance Marketing Operations	8.1001	INSURANCE ADJUSTERS, EXAMINERS, AND INVESTIGATORS	533020

☒ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

TRAINING & EMPLOYMENT (PROTEUS INC.)

Physical Address 1815 VAN NESS FRESNO CA 93721- Phone Number Fax Number (209) 485-5600 (209) 485-1832 School Contact for JTPA Approved Programs:		Mailing Address 1815 VAN NESS FRESNO CA 93721- Services Available <input type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Council for Private Postsecondary and Vocational Education National Accrediting Commission of Cosmetology Arts and Sciences
CIP Name	CIP Code	OES Title	OES Code
General Retailing Operations	8.0705	CASHIERS	490230
General Retailing Operations	8.0705	SALESPERSONS - PARTS	490140
General Retailing Operations	8.0705	SALESPERSONS - RETAIL	490110
Management Information Systems and Business Data Processi	52.1201	SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	251020

TRUCK DRIVING ACADEMY - FRESNO

Physical Address 2757 SOUTH GOLDEN STATE FRESNO CA 93725 Phone Number Fax Number (209) 233-4700 (209) 266-0747 School Contact for JTPA Approved Programs: Shirley Ross		Mailing Address 2757 SOUTH GOLDEN STATE FRESNO CA 93725 Services Available <input checked="" type="checkbox"/> Financial Aid <input type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Council for Private Postsecondary and Vocational Education
CIP Name	CIP Code	OES Title	OES Code
Truck, Bus and Other Commercial Vehicle Operator	49.0205	BUS DRIVERS - SCHOOL	971110
Truck, Bus and Other Commercial Vehicle Operator	49.0205	TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER	971020

☒ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

VALLEY SOFTWARE EDUCATION CENTER

Physical Address 1702 EAST BULLARD, STE 103B FRESNO CA 93710 Phone Number Fax Number (209) 437-9825 School Contact for JTPA Approved Programs: Issac Martinez		Mailing Address 1702 EAST BULLARD, STE 103B FRESNO CA 93710 Services Available <input type="checkbox"/> Financial Aid <input type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Council for Private Postsecondary and Vocational Education
CIP Name	CIP Code	OES Title	OES Code
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS	553380
General Office/Clerical and Typing Services	52.0408	ORDER CLERKS - MATERIALS, MERCHANDISE, AND SERVICE	553230
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280
Medical Office Management	51.0705	MEDICAL ASSISTANTS	660050
Medical Office Management	51.0705	MEDICAL SECRETARIES	551050

WEST HILLS COLLEGE

Physical Address 300 WEST CHERRY LANE COALINGA CA 93210-1399 Phone Number Fax Number (800) 266-1114 (209) 935-5655 School Contact for JTPA Approved Programs: Dr. Frank Gornick		Mailing Address 300 WEST CHERRY LANE COALINGA CA 93210-1399 Services Available <input checked="" type="checkbox"/> Financial Aid <input checked="" type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input checked="" type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Two-year Technical and Community Colleges Accrediting Organizations Western Association of Schools and Colleges
CIP Name	CIP Code	OES Title	OES Code
Accounting Technician	52.0302	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS	553380
Administrative Assistant/Secretarial Science, General	52.0401	SECRETARIES, GENERAL	551080
Agricultural Animal Husbandry and Production Management	1.0302	BIOLOGICAL, AGRICULTURAL, AND FOOD TECHNICIANS AND TECHNOLOGISTS - EXCEPT HEALT	245020
Agricultural Animal Husbandry and Production Management	1.0302	FARM WORKERS, GENERAL	798550
Agricultural Mechanization, General	1.0201	FARM EQUIPMENT MECHANICS	853210
Agricultural Supplies Retailing and Wholesaling	1.0501	BIOLOGICAL, AGRICULTURAL, AND FOOD TECHNICIANS AND TECHNOLOGISTS - EXCEPT HEALT	245020

☒ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by School Name

CIP Name	CIP Code	OES Title	OES Code
Construction Equipment Operator	49.0202	INDUSTRIAL TRUCK AND TRACTOR OPERATORS	979470
Corrections/Correctional Administration	43.0102	CORRECTION OFFICERS AND JAILERS	630170
Corrections/Correctional Administration	43.0102	POLICE AND DETECTIVE SUPERVISORS	610050
Criminal Justice/Law Enforcement Administration	43.0103	SHERIFFS AND DEPUTY SHERIFFS	630320
Criminal Justice/Law Enforcement Administration	43.0103	POLICE AND DETECTIVE SUPERVISORS	610050
Data Processing Tech./Technician	11.0301	COMPUTER OPERATORS	560110
Diesel Engine Mechanic and Repairer	47.0605	BUS AND TRUCK MECHANICSAND DIESEL ENGINE SPECIALISTS	853110
Drafting, General	48.0101	DRAFTERS	225140
General Office/Clerical and Typing Services	52.0408	ORDER CLERKS - MATERIALS, MERCHANDISE, AND SERVICE	553230
General Office/Clerical and Typing Services	52.0408	TRAFFIC, SHIPPING, AND RECEIVING CLERKS	580280
General Office/Clerical and Typing Services	52.0408	GENERAL OFFICE CLERKS	553470
General Office/Clerical and Typing Services	52.0408	RECEPTIONISTS AND INFORMATION CLERKS	553050
Heavy Equipment Main. and Repairer	47.0302	BUS AND TRUCK MECHANICSAND DIESEL ENGINE SPECIALISTS	853110
Legal Administrative Assistant/Secretary	52.0403	LEGAL SECRETARIES	551020
Medical Administrative Assistant/Secretary	52.0404	MEDICAL SECRETARIES	551050
Truck, Bus and Other Commercial Vehicle Operator	49.0205	TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER	971020
Truck, Bus and Other Commercial Vehicle Operator	49.0205	BUS DRIVERS - SCHOOL	971110

WESTERN PACIFIC TRUCK SCHOOL

Physical Address 4565 NORTH GOLDEN STATE BOULEVARD FRESNO CA 93722 Phone Number Fax Number (209) 276-1220 (209) 276-2842 School Contact for JTPA Approved Programs: John Rodrigues	Mailing Address 4565 NORTH GOLDEN STATE BOULEVARD FRESNO CA 93722 Services Available <input checked="" type="checkbox"/> Financial Aid <input type="checkbox"/> Career Assessment <input checked="" type="checkbox"/> Career Counseling <input checked="" type="checkbox"/> VA Approval <input checked="" type="checkbox"/> Job Placement <input type="checkbox"/> On-Site Child Care <input checked="" type="checkbox"/> JTPA Approved Programs	Facility Information: Type of Facility: Proprietary Business and Technical Schools Accrediting Organizations Council for Private Postsecondary and Vocational Education
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CIP Name	CIP Code	OES Title	OES Code
Truck, Bus and Other Commercial Vehicle Operator	49.0205	BUS DRIVERS - SCHOOL	971110
Truck, Bus and Other Commercial Vehicle Operator	49.0205	TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER	971020

☒ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

TRAINING DIRECTORY

SECTION 2

SORTED BY OES OCCUPATIONAL
TITLE

Easy Reference Guide to the 1996 Training Directory for Selected Occupations- Sorted by OES Occupational Title

OES Title

School Name

CIP Program Name

OES Occupational Title

This Training Directory sort is provided to make it easier to identify which schools may provide training in a particular occupation. The list is alphabetical and contains only those occupations surveyed in Fresno for the CCOIS project from 1994 through 1996 for which training is provided in Fresno County. For a complete list of occupations studied during those three years, please refer to the index at the beginning of Chapter 2.

See the Easy Reference Guide to Section 1 of this chapter for a description of the OES Classification System.

<p>School Name</p> <p>These are the schools in alpha order that may have training in the occupations listed. You can obtain additional information about the schools in Section 1 of this Chapter where the Schools are listed alphabetically and with more detail. Section 1 provides addresses and phone number which you can use to contact the school to verify the information provided here.</p>	<p>CIP Program Name</p> <p>The CIP classification system provides a standardized name for similar types of training. Please refer to the Easy Reference Guide at the beginning or Section 1 of this chapter for a description of the CIP system. For the purposes of this publication the State Labor Market Information Division assigned CIP names to training for specific occupations. This is the first attempt to connect occupations and CIP names to these occupations for the schools in this area. For this reason their may be inaccuracies. Please be sure to contact the school to determine if the actually provide training appropriate to the matched occupation.</p>
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✉ For an explanation of the content and abbreviations in this section please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by OES Occupational Title

OES TITLE	School Name	CIP Program Name
ACCOUNTANTS AND AUDITORS		
	CALIFORNIA STATE UNIVERSITY, FRESNO	Accounting
	FRESNO CITY COLLEGE	Accounting
	KINGS RIVER COMMUNITY COLLEGE	Accounting
	MANAGEMENT TRAINING/MARKETING ASSOCIATION (MTMA) SCHOOLS INC.	Accounting
	SIERRA VALLEY BUSINESS COLLEGE	Accounting
ASSEMBLERS AND FABRICATORS - EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, AND PRECISION		
	KINGS RIVER COMMUNITY COLLEGE	Machinist/Machine Technologist
	REHABILITATION OPPORTUNITY AND DEVELOPMENT INC.	Machinist/Machine Technologist
AUTOMOTIVE BODY AND RELATED REPAIRERS		
	CLOVIS ADULT EDUCATION	Auto/Automotive Body Repairer
	FRESNO CITY COLLEGE	Auto/Automotive Body Repairer
	FRESNO CITY COLLEGE VOCATIONAL TRAINING CENTER	Auto/Automotive Body Repairer
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	Auto/Automotive Body Repairer
	SIERRA VALLEY BUSINESS COLLEGE	Auto/Automotive Body Repairer
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Auto/Automotive Body Repairer
AUTOMOTIVE MECHANICS		
	CALIFORNIA TECHNICAL EDUCATION CENTER INC.	Auto/Automotive Mechanic/Technician
	CLOVIS ADULT EDUCATION	Auto/Automotive Mechanic/Technician
	FRESNO ADULT SCHOOL	Auto/Automotive Mechanic/Technician
	FRESNO CITY COLLEGE	Auto/Automotive Mechanic/Technician
	FRESNO CITY COLLEGE VOCATIONAL TRAINING CENTER	Auto/Automotive Mechanic/Technician
	HI TECH VOCATIONAL INSTITUTE	Auto/Automotive Mechanic/Technician
	KINGS RIVER COMMUNITY COLLEGE	Auto/Automotive Mechanic/Technician
	SIERRA VALLEY BUSINESS COLLEGE	Auto/Automotive Mechanic/Technician
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Auto/Automotive Mechanic/Technician
BIOLOGICAL, AGRICULTURAL, AND FOOD TECHNICIANS AND TECHNOLOGISTS - EXCEPT HEALTH		
	CALIFORNIA STATE UNIVERSITY, FRESNO	Animal Sciences, General
	CALIFORNIA STATE UNIVERSITY, FRESNO	Dairy Science

✉ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by OES Occupational Title

OES TITLE	School Name	CIP Program Name
	CALIFORNIA STATE UNIVERSITY, FRESNO	Agronomy and Crop Science
	CLOVIS ADULT EDUCATION	Crop Production Operations and Management
	KINGS RIVER COMMUNITY COLLEGE	Animal Sciences, General
	SAN JOAQUIN VALLEY COLLEGE 1	Agricultural Animal Husbandry and Production Management
	WEST HILLS COLLEGE	Agricultural Supplies Retailing and Wholesaling
	WEST HILLS COLLEGE	Agricultural Animal Husbandry and Production Management
BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS		
	ADVANCED COMPUTER TRAINING SCHOOL	Accounting Technician
	CALIFORNIA TECHNICAL EDUCATION CENTER INC.	Accounting Technician
	CLOVIS ADULT EDUCATION	Accounting Technician
	COMMUNITY TRADE & TECHNICAL INSTITUTE	Accounting Technician
	FRESNO ADULT SCHOOL	Accounting Technician
	FRESNO CITY COLLEGE VOCATIONAL TRAINING CENTER	Accounting Technician
	MICROCOMPUTER EDUCATION CENTER	Accounting Technician
	PHILLIPS JUNIOR COLLEGE, FRESNO CAMPUS	Accounting Technician
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Accounting Technician
	SELMA ADULT SCHOOL	Accounting Technician
	SER-JOBS FOR PROGRESS	Accounting Technician
	VALLEY SOFTWARE EDUCATION CENTER	Accounting Technician
	WEST HILLS COLLEGE	Accounting Technician
BUS AND TRUCK MECHANICSAND DIESEL ENGINE SPECIALISTS		
	FRESNO CITY COLLEGE	Heavy Equipment Main. and Repairer
	SIERRA VALLEY BUSINESS COLLEGE	Heavy Equipment Main. and Repairer
	WEST HILLS COLLEGE	Heavy Equipment Main. and Repairer
	WEST HILLS COLLEGE	Diesel Engine Mechanic and Repairer
BUS DRIVERS - SCHOOL		
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Truck, Bus and Other Commercial Vehicle Operator
	TRUCK DRIVING ACADEMY - FRESNO	Truck, Bus and Other Commercial Vehicle Operator
	WEST HILLS COLLEGE	Truck, Bus and Other Commercial Vehicle Operator
	WESTERN PACIFIC TRUCK SCHOOL	Truck, Bus and Other Commercial Vehicle Operator

✉ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by OES Occupational Title

OES TITLE	School Name	CIP Program Name
CABINETMAKERS AND BENCH CARPENTERS		
	CLOVIS ADULT EDUCATION	Cabinet Maker and Millworker
	FRESNO CITY COLLEGE	Cabinet Maker and Millworker
	SIERRA VALLEY BUSINESS COLLEGE	Cabinet Maker and Millworker
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Cabinet Maker and Millworker
CARPENTERS		
	CLOVIS ADULT EDUCATION	Carpenter
	SELMA ADULT SCHOOL	Carpenter
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Carpenter
CASHIERS		
	CALIFORNIA TECHNICAL EDUCATION CENTER INC.	General Retailing Operations
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	General Retailing Operations
	TRAINING & EMPLOYMENT (PROTEUS INC.)	General Retailing Operations
CHILD CARE WORKERS		
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	Child Care Provider/Assistant
	KINGS RIVER COMMUNITY COLLEGE	Child Care Provider/Assistant
COMPUTER OPERATORS		
	CLOVIS ADULT EDUCATION	Business Computer Facilities Operator
	KINGS RIVER COMMUNITY COLLEGE	Data Processing Tech./Technician
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Business Computer Facilities Operator
	WEST HILLS COLLEGE	Data Processing Tech./Technician
COOKS - INSTITUTION OR CAFETERIA		
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Institutional Food Workers and Administrators, General
CORRECTION OFFICERS AND JAILERS		
	FRESNO CITY COLLEGE	Corrections/Correctional Administration
	SAN JOAQUIN VALLEY COLLEGE 1	Corrections/Correctional Administration
	SIERRA VALLEY BUSINESS COLLEGE	Corrections/Correctional Administration

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1996 Training Directory for Selected Occupations- Sorted by OES Occupational Title

OES TITLE	School Name	CIP Program Name
	WEST HILLS COLLEGE	Corrections/Correctional Administration
DATA ENTRY KEYERS - EXCEPT COMPOSING		
	CALIFORNIA TECHNICAL EDUCATION CENTER INC.	Information Processing/Data Entry Technician
	FRESNO ADULT SCHOOL	Information Processing/Data Entry Technician
	MICROCOMPUTER EDUCATION CENTER	Information Processing/Data Entry Technician
DENTAL HYGIENISTS		
	FRESNO CITY COLLEGE	Dental Hygienist
	SIERRA VALLEY BUSINESS COLLEGE	Dental Hygienist
DRAFTERS		
	ADVANCED COMPUTER TRAINING SCHOOL	Drafting, General
	CLOVIS ADULT EDUCATION	Drafting, General
	FRESNO CITY COLLEGE	Drafting, General
	SIERRA VALLEY BUSINESS COLLEGE	Drafting, General
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Architectural Drafting
	WEST HILLS COLLEGE	Drafting, General
FARM EQUIPMENT MECHANICS		
	CLOVIS ADULT EDUCATION	Agricultural Mechanization, General
	KINGS RIVER COMMUNITY COLLEGE	Agricultural Mechanization, General
	WEST HILLS COLLEGE	Agricultural Mechanization, General
FARM WORKERS, GENERAL		
	CALIFORNIA STATE UNIVERSITY, FRESNO	Animal Sciences, General
	CALIFORNIA STATE UNIVERSITY, FRESNO	Agricultural Production Workers and Managers, General
	CLOVIS ADULT EDUCATION	Crop Production Operations and Management
	KINGS RIVER COMMUNITY COLLEGE	Animal Sciences, General
	SAN JOAQUIN VALLEY COLLEGE 1	Agricultural Animal Husbandry and Production Management
	WEST HILLS COLLEGE	Agricultural Animal Husbandry and Production Management
FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS - CLERICAL AND ADMINISTRATIVE SUPPORT OCCUPATI		
	CALIFORNIA STATE UNIVERSITY, FRESNO	Office Supervision and Management

☒ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by OES Occupational Title

OES TITLE	School Name	CIP Program Name
	KINGS RIVER COMMUNITY COLLEGE	Office Supervision and Management
GARDENERS, GROUNDSKEEPERS - EXCEPT FARM		
	CALIFORNIA STATE UNIVERSITY, FRESNO	Ornamental Horticulture Operations and Management
	CLOVIS ADULT EDUCATION	Horticulture Services Operations and Management, General
	KINGS RIVER COMMUNITY COLLEGE	Landscaping Operations and Management
	KINGS RIVER COMMUNITY COLLEGE	Horticulture Services Operations and Management, General
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Horticulture Services Operations and Management, General
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Turf Management
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Ornamental Horticulture Operations and Management
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Landscaping Operations and Management
GENERAL OFFICE CLERKS		
	ADVANCED COMPUTER TRAINING SCHOOL	General Office/Clerical and Typing Services
	CALIFORNIA TECHNICAL EDUCATION CENTER INC.	General Office/Clerical and Typing Services
	CLOVIS ADULT EDUCATION	General Office/Clerical and Typing Services
	COMMUNITY TRADE & TECHNICAL INSTITUTE	General Office/Clerical and Typing Services
	FRESNO ADULT SCHOOL	General Office/Clerical and Typing Services
	FRESNO CITY COLLEGE	General Office/Clerical and Typing Services
	FRESNO CITY COLLEGE VOCATIONAL TRAINING CENTER	General Office/Clerical and Typing Services
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	General Office/Clerical and Typing Services
	KINGS RIVER COMMUNITY COLLEGE	General Office/Clerical and Typing Services
	MICROCOMPUTER EDUCATION CENTER	General Office/Clerical and Typing Services
	PARLIER UNIFIED ALTERNATIVE ADULT EDUCATION	General Office/Clerical and Typing Services
	QUALITY COLLEGE OF HEALTH CARE CAREERS	General Office/Clerical and Typing Services
	SANGER ADULT SCHOOL	General Office/Clerical and Typing Services
	SELMA ADULT SCHOOL	General Office/Clerical and Typing Services
	SER-JOBS FOR PROGRESS	General Office/Clerical and Typing Services
	SIERRA VALLEY BUSINESS COLLEGE	General Office/Clerical and Typing Services
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	General Office/Clerical and Typing Services
	VALLEY SOFTWARE EDUCATION CENTER	General Office/Clerical and Typing Services
	WEST HILLS COLLEGE	General Office/Clerical and Typing Services

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1996 Training Directory for Selected Occupations- Sorted by OES Occupational Title

OES TITLE	School Name	CIP Program Name
GUARDS AND WATCH GUARDS		
	FRESNO ADULT SCHOOL	Security and Loss Prevention Services
	SAFETY FIRST SECURITY TRAINING ACADEMY	Security and Loss Prevention Services
	SAN JOAQUIN VALLEY COLLEGE 1	Security and Loss Prevention Services
HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS		
	CLOVIS ADULT EDUCATION	Cosmetologist
	FEDERICO COLLEGES/FEDERICO BEAUTY COLLEGES	Cosmetologist
	FEDERICO COLLEGES/FEDERICO BEAUTY COLLEGES	Electrolysis Technician
	FRESNO ADULT SCHOOL	Barber/Hairstylist
	HAIR INTERNS SCHOOL OF COSMETOLOGY, THE	Cosmetologist
	LYLE'S FIRST AND HERNDON COLLEGE OF BEAUTY	Cosmetologist
	LYLE'S FRESNO SHAW & MARKS COLLEGE OF BEAUTY	Cosmetologist
	MANCHESTER COLLEGE OF BEAUTY	Cosmetologist
	MOLER SCHOOL OF HAIR DESIGN.	Cosmetologist
	MOLER SCHOOL OF HAIR DESIGN.	Barber/Hairstylist
HOME HEALTH CARE WORKERS		
	BEVERLY ENTERPRISES	Nurse Assistant/Aide
	CLOVIS ADULT EDUCATION	Nurse Assistant/Aide
	CLOVIS ADULT EDUCATION	Home Health Aide
	FRESNO ADULT SCHOOL	Home Health Aide
	FRESNO ADULT SCHOOL	Nurse Assistant/Aide
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	Nurse Assistant/Aide
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Home Health Aide
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Health Aide
	SAN JOAQUIN VALLEY COLLEGE 1	Health Aide
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Home Health Aide
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Health Aide
INDUSTRIAL TRUCK AND TRACTOR OPERATORS		
	KINGS RIVER COMMUNITY COLLEGE	Construction Equipment Operator

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1996 Training Directory for Selected Occupations- Sorted by OES Occupational Title

OES TITLE	School Name	CIP Program Name
	WEST HILLS COLLEGE	Construction Equipment Operator
INSURANCE ADJUSTERS, EXAMINERS, AND INVESTIGATORS		
	A. D. BANKER & COMPANY	Insurance Marketing Operations
	SUCCESS SCHOOL OF INSURANCE	Insurance Marketing Operations
JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS		
	CALIFORNIA TECHNICAL EDUCATION CENTER INC.	Custodian/Caretaker
	CENTRAL VALLEY TRAINING CENTER	Custodial, Housekeeping and Home Services Workers and Managers,
	CENTURY 21 GOLDEN KEY REALTY	Custodial, Housekeeping and Home Services Workers and Managers,
	CLOVIS ADULT EDUCATION	Custodian/Caretaker
	FRESNO ADULT SCHOOL	Custodian/Caretaker
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Custodian/Caretaker
LEGAL SECRETARIES		
	FRESNO INSTITUTE OF TECHNOLOGY	Legal Administrative Assistant/Secretary
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	Legal Administrative Assistant/Secretary
	OAK BROOK COLLEGE OF LAW AND GOVERNMENT POLICY	Legal Administrative Assistant/Secretary
	SAN JOAQUIN VALLEY COLLEGE I	Legal Administrative Assistant/Secretary
	WEST HILLS COLLEGE	Legal Administrative Assistant/Secretary
MAINTENANCE REPAIRERS - GENERAL UTILITY		
	MANAGEMENT TRAINING/MARKETING ASSOCIATION (MTMA) SCHOOLS INC.	Building/Property Main. and Manager
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Building/Property Main. and Manager
MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS		
	CALIFORNIA STATE UNIVERSITY, FRESNO	Business Marketing and Marketing Management
	CALIFORNIA STATE UNIVERSITY, FRESNO	Advertising
	CALIFORNIA STATE UNIVERSITY, FRESNO	Public Relations and Organizational Communications
MEDICAL AND CLINICAL LABORATORY ASSISTANTS		
	FRESNO CITY COLLEGE	Medical Laboratory Assistant
	SIERRA VALLEY BUSINESS COLLEGE	Medical Laboratory Assistant

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1996 Training Directory for Selected Occupations- Sorted by OES Occupational Title

OES TITLE	School Name	CIP Program Name
MEDICAL ASSISTANTS		
	CLOVIS ADULT EDUCATION	Medical Office Management
	CLOVIS ADULT EDUCATION	Medical Assistant
	FRESNO CITY COLLEGE	Medical Assistant
	FRESNO INSTITUTE OF TECHNOLOGY	Medical Assistant
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	Medical Office Management
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	Medical Assistant
	GALEN COLLEGE OF MEDICAL AND DENTAL ASSISTANTS	Medical Assistant
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Health and Medical Assistants, Other
	SAN JOAQUIN VALLEY COLLEGE 1	Medical Assistant
	SIERRA VALLEY BUSINESS COLLEGE	Medical Assistant
	VALLEY SOFTWARE EDUCATION CENTER	Medical Office Management
MEDICAL RECORDS TECHNICIANS		
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Medical Records Tech./Technician
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Medical Records Tech./Technician
MEDICAL SECRETARIES		
	CLOVIS ADULT EDUCATION	Medical Office Management
	FRESNO ADULT SCHOOL	Medical Administrative Assistant/Secretary
	FRESNO INSTITUTE OF TECHNOLOGY	Medical Administrative Assistant/Secretary
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	Medical Office Management
	KINGS RIVER COMMUNITY COLLEGE	Medical Administrative Assistant/Secretary
	SAN JOAQUIN VALLEY COLLEGE 1	Medical Administrative Assistant/Secretary
	VALLEY SOFTWARE EDUCATION CENTER	Medical Office Management
	WEST HILLS COLLEGE	Medical Administrative Assistant/Secretary
NURSE AIDES		
	BEVERLY ENTERPRISES	Nurse Assistant/Aide
	CLOVIS ADULT EDUCATION	Nurse Assistant/Aide
	CLOVIS ADULT EDUCATION	Home Health Aide
	FRESNO ADULT SCHOOL	Home Health Aide

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1996 Training Directory for Selected Occupations- Sorted by OES Occupational Title

OES TITLE	School Name	CIP Program Name
	FRESNO ADULT SCHOOL	Nurse Assistant/Aide
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	Nurse Assistant/Aide
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Home Health Aide
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Health Aide
	SAN JOAQUIN VALLEY COLLEGE 1	Health Aide
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Health Aide
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Home Health Aide
OCCUPATIONAL THERAPY ASSISTANTS AND AIDES		
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Health Aide
	SAN JOAQUIN VALLEY COLLEGE 1	Health Aide
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Health Aide
ORDER CLERKS - MATERIALS, MERCHANDISE, AND SERVICE		
	ADVANCED COMPUTER TRAINING SCHOOL	General Office/Clerical and Typing Services
	CALIFORNIA TECHNICAL EDUCATION CENTER INC.	General Office/Clerical and Typing Services
	CLOVIS ADULT EDUCATION	General Office/Clerical and Typing Services
	COMMUNITY TRADE & TECHNICAL INSTITUTE	General Office/Clerical and Typing Services
	FRESNO ADULT SCHOOL	General Office/Clerical and Typing Services
	FRESNO CITY COLLEGE	General Office/Clerical and Typing Services
	FRESNO CITY COLLEGE VOCATIONAL TRAINING CENTER	General Office/Clerical and Typing Services
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	General Office/Clerical and Typing Services
	KINGS RIVER COMMUNITY COLLEGE	General Office/Clerical and Typing Services
	MICROCOMPUTER EDUCATION CENTER	General Office/Clerical and Typing Services
	PARLIER UNIFIED ALTERNATIVE ADULT EDUCATION	General Office/Clerical and Typing Services
	QUALITY COLLEGE OF HEALTH CARE CAREERS	General Office/Clerical and Typing Services
	SANGER ADULT SCHOOL	General Office/Clerical and Typing Services
	SELMA ADULT SCHOOL	General Office/Clerical and Typing Services
	SER-JOBS FOR PROGRESS	General Office/Clerical and Typing Services
	SIERRA VALLEY BUSINESS COLLEGE	General Office/Clerical and Typing Services
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	General Office/Clerical and Typing Services
	VALLEY SOFTWARE EDUCATION CENTER	General Office/Clerical and Typing Services

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1996 Training Directory for Selected Occupations- Sorted by OES Occupational Title

OES TITLE	School Name	CIP Program Name
	WEST HILLS COLLEGE	General Office/Clerical and Typing Services
PARALEGAL PERSONNEL		
	FRESNO CITY COLLEGE	Paralegal/Legal Assistant
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Paralegal/Legal Assistant
	SAN JOAQUIN COLLEGE OF LAW	Paralegal/Legal Assistant
	SIERRA VALLEY BUSINESS COLLEGE	Paralegal/Legal Assistant
PHARMACY ASSISTANTS		
	COMMUNITY TRADE & TECHNICAL INSTITUTE	Pharmacy Technician/Assistant
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Pharmacy Technician/Assistant
	SAN JOAQUIN VALLEY COLLEGE 1	Pharmacy Technician/Assistant
PHYSICAL AND CORRECTIVE THERAPY ASSISTANTS AND AIDES		
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Health Aide
	SAN JOAQUIN VALLEY COLLEGE 1	Health Aide
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Health Aide
PLASTERERS AND STUCCO MASONS		
	FRESNO CITY COLLEGE	Construction Trades, Other
	SIERRA VALLEY BUSINESS COLLEGE	Construction Trades, Other
PLUMBERS, PIPEFITTERS, AND STEAMFITTERS		
	FRESNO CITY COLLEGE	Plumber and Pipefitter
	SIERRA VALLEY BUSINESS COLLEGE	Plumber and Pipefitter
POLICE AND DETECTIVE SUPERVISORS		
	FRESNO CITY COLLEGE	Corrections/Correctional Administration
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	Criminal Justice/Law Enforcement Administration
	KINGS RIVER COMMUNITY COLLEGE	Criminal Justice/Law Enforcement Administration
	OAK BROOK COLLEGE OF LAW AND GOVERNMENT POLICY	Criminal Justice/Law Enforcement Administration
	SAN JOAQUIN VALLEY COLLEGE 1	Corrections/Correctional Administration
	SIERRA VALLEY BUSINESS COLLEGE	Corrections/Correctional Administration
	WEST HILLS COLLEGE	Criminal Justice/Law Enforcement Administration

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1996 Training Directory for Selected Occupations- Sorted by OES Occupational Title

OES TITLE	School Name	CIP Program Name
	WEST HILLS COLLEGE	Corrections/Correctional Administration
POLICE DETECTIVES		
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Law Enforcement/Police Science
PRODUCTION INSPECTORS, TESTERS, GRADERS, SORTERS, SAMPLERS, AND WEIGHERS		
	KINGS RIVER COMMUNITY COLLEGE	Machine Shop Assistant
	KINGS RIVER COMMUNITY COLLEGE	Machinist/Machine Technologist
	REHABILITATION OPPORTUNITY AND DEVELOPMENT INC.	Machinist/Machine Technologist
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Clothing, Apparel and Textile Workers and Managers, General
RADIOLOGIC TECHNOLOGISTS - DIAGNOSTIC		
	FRESNO CITY COLLEGE	Medical Radiologic Tech./Technician
	SIERRA VALLEY BUSINESS COLLEGE	Medical Radiologic Tech./Technician
RECEPTIONISTS AND INFORMATION CLERKS		
	ADVANCED COMPUTER TRAINING SCHOOL	General Office/Clerical and Typing Services
	CALIFORNIA TECHNICAL EDUCATION CENTER INC.	General Office/Clerical and Typing Services
	CLOVIS ADULT EDUCATION	General Office/Clerical and Typing Services
	COMMUNITY TRADE & TECHNICAL INSTITUTE	General Office/Clerical and Typing Services
	FRESNO ADULT SCHOOL	General Office/Clerical and Typing Services
	FRESNO CITY COLLEGE	General Office/Clerical and Typing Services
	FRESNO CITY COLLEGE VOCATIONAL TRAINING CENTER	General Office/Clerical and Typing Services
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	General Office/Clerical and Typing Services
	KINGS RIVER COMMUNITY COLLEGE	Receptionist
	KINGS RIVER COMMUNITY COLLEGE	General Office/Clerical and Typing Services
	MICROCOMPUTER EDUCATION CENTER	General Office/Clerical and Typing Services
	PARLIER UNIFIED ALTERNATIVE ADULT EDUCATION	General Office/Clerical and Typing Services
	QUALITY COLLEGE OF HEALTH CARE CAREERS	General Office/Clerical and Typing Services
	SANGER ADULT SCHOOL	General Office/Clerical and Typing Services
	SELMA ADULT SCHOOL	General Office/Clerical and Typing Services
	SER-JOBS FOR PROGRESS	General Office/Clerical and Typing Services
	SIERRA VALLEY BUSINESS COLLEGE	General Office/Clerical and Typing Services

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1996 Training Directory for Selected Occupations- Sorted by OES Occupational Title

OES TITLE	School Name	CIP Program Name
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	General Office/Clerical and Typing Services
	VALLEY SOFTWARE EDUCATION CENTER	General Office/Clerical and Typing Services
	WEST HILLS COLLEGE	General Office/Clerical and Typing Services
REGISTERED NURSES		
	CALIFORNIA STATE UNIVERSITY, FRESNO	Nursing (R.N. Training)
	CALIFORNIA STATE UNIVERSITY, FRESNO, DIVISION OF EXTENDED EDUCATION	Nursing (R.N. Training)
	FRESNO CITY COLLEGE	Nursing, Public Health (Post-R.N.)
	SIERRA VALLEY BUSINESS COLLEGE	Nursing, Public Health (Post-R.N.)
SALESPERSONS - PARTS		
	CALIFORNIA TECHNICAL EDUCATION CENTER INC.	General Retailing Operations
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	General Retailing Operations
	MANAGEMENT TRAINING/MARKETING ASSOCIATION (MTMA) SCHOOLS INC.	General Selling Skills and Sales Operations
	NATIONAL TRAINING INSTITUTE INC.	General Selling Skills and Sales Operations
	TRAINING & EMPLOYMENT (PROTEUS INC.)	General Retailing Operations
SALESPERSONS - RETAIL		
	CALIFORNIA TECHNICAL EDUCATION CENTER INC.	General Retailing Operations
	FRESNO ADULT SCHOOL	Fashion Merchandising
	FRESNO CITY COLLEGE	Fashion Merchandising
	FRESNO CITY COLLEGE	Marketing Operations/Marketing and Distribution, Other
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	General Retailing Operations
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	Fashion Merchandising
	KINGS RIVER COMMUNITY COLLEGE	Marketing Operations/Marketing and Distribution, Other
	KINGS RIVER COMMUNITY COLLEGE	Fashion Merchandising
	KINGS RIVER COMMUNITY COLLEGE	Fashion and Fabric Consultant
	MANAGEMENT TRAINING/MARKETING ASSOCIATION (MTMA) SCHOOLS INC.	General Selling Skills and Sales Operations
	NATIONAL TRAINING INSTITUTE INC.	General Selling Skills and Sales Operations
	PHILLIPS JUNIOR COLLEGE, FRESNO CAMPUS	Fashion Merchandising
	SIERRA VALLEY BUSINESS COLLEGE	Fashion Merchandising
	SIERRA VALLEY BUSINESS COLLEGE	Marketing Operations/Marketing and Distribution, Other
	TRAINING & EMPLOYMENT (PROTEUS INC.)	General Retailing Operations

✉ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

1996 Training Directory for Selected Occupations- Sorted by OES Occupational Title

OES TITLE	School Name	CIP Program Name
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Home Furnishings and Equipment Installers and Consultants, General
SECRETARIES, GENERAL		
	CLOVIS ADULT EDUCATION	Administrative Assistant/Secretarial Science, General
	FRESNO INSTITUTE OF TECHNOLOGY	Administrative Assistant/Secretarial Science, General
	MICROCOMPUTER EDUCATION CENTER	Administrative Assistant/Secretarial Science, General
	SAN JOAQUIN VALLEY COLLEGE 1	Administrative Assistant/Secretarial Science, General
	SIERRA VALLEY BUSINESS COLLEGE	Administrative Assistant/Secretarial Science, General
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Administrative Assistant/Secretarial Science, General
	WEST HILLS COLLEGE	Administrative Assistant/Secretarial Science, General
SHERIFFS AND DEPUTY SHERIFFS		
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	Criminal Justice/Law Enforcement Administration
	KINGS RIVER COMMUNITY COLLEGE	Criminal Justice/Law Enforcement Administration
	OAK BROOK COLLEGE OF LAW AND GOVERNMENT POLICY	Criminal Justice/Law Enforcement Administration
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	Law Enforcement/Police Science
	WEST HILLS COLLEGE	Criminal Justice/Law Enforcement Administration
SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING		
	CALIFORNIA STATE UNIVERSITY, FRESNO	Computer and Information Sciences, General
	CALIFORNIA STATE UNIVERSITY, FRESNO, DIVISION OF EXTENDED EDUCATION	Computer and Information Sciences, General
	FRESNO ADULT SCHOOL	Computer and Information Sciences, General
	FRESNO CITY COLLEGE	Computer and Information Sciences, General
	KINGS RIVER COMMUNITY COLLEGE	Computer and Information Sciences, General
	KINGS RIVER COMMUNITY COLLEGE	Computer and Information Sciences, Other
	MICROCOMPUTER EDUCATION CENTER	Computer and Information Sciences, Other
	MICROCOMPUTER EDUCATION CENTER	Management Information Systems and Business Data Processing, Ge
	PHILLIPS JUNIOR COLLEGE, FRESNO CAMPUS	Computer and Information Sciences, General
	PHILLIPS JUNIOR COLLEGE, FRESNO CAMPUS	Management Information Systems and Business Data Processing, Ge
	SANGER ADULT SCHOOL	Computer and Information Sciences, General
	SELMA ADULT SCHOOL	Computer and Information Sciences, General
	SIERRA VALLEY BUSINESS COLLEGE	Computer and Information Sciences, General
	TRAINING & EMPLOYMENT (PROTEUS INC.)	Management Information Systems and Business Data Processing, Ge

✉ For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.


1996 Training Directory for Selected Occupations- Sorted by OES Occupational Title

OES TITLE	School Name	CIP Program Name
TEACHERS AND INSTRUCTORS - VOCATIONAL EDUCATION AND TRAINING		
	CALIFORNIA STATE UNIVERSITY, FRESNO	Agricultural Teacher Education (Vocational)
TEACHERS - ELEMENTARY SCHOOL		
	CALIFORNIA STATE UNIVERSITY, FRESNO	Elementary Teacher Education
TEACHERS - PRESCHOOL AND KINDERGARTEN		
	CALIFORNIA STATE UNIVERSITY, FRESNO	Pre-Elementary/Early Childhood/Kindergarten Teacher Education
	FRESNO CITY COLLEGE	Pre-Elementary/Early Childhood/Kindergarten Teacher Education
TEACHERS - SECONDARY SCHOOL		
	CALIFORNIA STATE UNIVERSITY, FRESNO	Secondary Teacher Education
	SANGER ADULT SCHOOL	Driver and Safety Teacher Education
TRAFFIC, SHIPPING, AND RECEIVING CLERKS		
	ADVANCED COMPUTER TRAINING SCHOOL	General Office/Clerical and Typing Services
	CALIFORNIA TECHNICAL EDUCATION CENTER INC.	General Office/Clerical and Typing Services
	CLOVIS ADULT EDUCATION	General Office/Clerical and Typing Services
	COMMUNITY TRADE & TECHNICAL INSTITUTE	General Office/Clerical and Typing Services
	FRESNO ADULT SCHOOL	General Office/Clerical and Typing Services
	FRESNO CITY COLLEGE	General Office/Clerical and Typing Services
	FRESNO CITY COLLEGE VOCATIONAL TRAINING CENTER	General Office/Clerical and Typing Services
	FRESNO REGIONAL OCCUPATIONAL PROGRAM	General Office/Clerical and Typing Services
	KINGS RIVER COMMUNITY COLLEGE	General Office/Clerical and Typing Services
	MICROCOMPUTER EDUCATION CENTER	General Office/Clerical and Typing Services
	PARLIER UNIFIED ALTERNATIVE ADULT EDUCATION	General Office/Clerical and Typing Services
	QUALITY COLLEGE OF HEALTH CARE CAREERS	General Office/Clerical and Typing Services
	SANGER ADULT SCHOOL	General Office/Clerical and Typing Services
	SELMA ADULT SCHOOL	General Office/Clerical and Typing Services
	SER-JOBS FOR PROGRESS	General Office/Clerical and Typing Services
	SIERRA VALLEY BUSINESS COLLEGE	General Office/Clerical and Typing Services
	VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)	General Office/Clerical and Typing Services
	VALLEY SOFTWARE EDUCATION CENTER	General Office/Clerical and Typing Services

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1996 Training Directory for Selected Occupations- Sorted by OES Occupational Title

OES TITLE	School Name	CIP Program Name
	WEST HILLS COLLEGE	General Office/Clerical and Typing Services
TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER		
	QUALITY COLLEGE OF HEALTH CARE CAREERS	Truck, Bus and Other Commercial Vehicle Operator
	TRUCK DRIVING ACADEMY - FRESNO	Truck, Bus and Other Commercial Vehicle Operator
	WEST HILLS COLLEGE	Truck, Bus and Other Commercial Vehicle Operator
	WESTERN PACIFIC TRUCK SCHOOL	Truck, Bus and Other Commercial Vehicle Operator

 For an explanation of the content and abbreviations in this section, please see the Easy Reference Guide at the beginning of this section of Chapter 3.

February 3, 1997

Fresno Occupational Outlook Report Users:

It is with pride that the Fresno Private Industry Council presents you with our 1996 Fresno Occupational Outlook Report and Training Directory.

Over the 9 years that this report has been published, many organizations and individuals have found its information helpful for a wide variety of purposes. It is used by employers as a wage survey and as an indicator of labor supply. Students use the report to help choose an occupation that will match their skills and interests and provide employment opportunities in the future. Vocational counselors use it to help clients select a career path and job developers use it to help job seekers find jobs in Fresno County. It is also used as a planning tool by educational, employment, and training programs in the community.

The Fresno Private Industry Council has been a leader in working with the State of California Employment Development Department to develop and implement this state/local cooperative project. Representatives from many organizations and businesses have participated in a Fresno Occupational Information Coordinating Committee to advise us on survey design and selection of occupations to study. Together with the employers who answered our survey questions, we have produced this report for your use.

I hope that you will continue to find this report useful. If you have any suggestions or comments, please call us at the Fresno Career Development Center (209) 497-7877, at Fresno Private Industry Council (209) 266-3742, and complete the enclosed questionnaire from the Employment Development Department.

Sincerely,

Charles Francis
Chief Executive Officer